

PACKET

MAR 28

2016



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
JOSEPH F. NOLAN

**BOARD OF SELECTMEN
Monday, March 28, 2016
Wayland Town Building
Large Hearing Room**

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

- | | |
|---------|--|
| 6:45 pm | 1.) Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public |
| 6:50 pm | 2.) Public Comment |
| 7:00 pm | 3.) Annual Town Meeting Warrant Hearing |
| 8:30 pm | 4.) Annual Town Meeting: General Discussion |
| 8:45 pm | 5.) Discuss and Vote to Approve and Issue the Revised Rivers' Edge RFP |
| 9:00 pm | 6.) Review and Approve Consent Calendar (See Separate Sheet) |
| 9:05 pm | 7.) Review Correspondence (See Separate Index Sheet) |
| 9:15 pm | 8.) Report of the Town Administrator |
| 9:25 pm | 9.) Selectmen's Reports and Concerns |
| 9:35 pm | 10.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 9:40 pm | 11.) Adjourn |

(3) WARRANT
HEARING

DATE: MARCH 25, 2016
TO: BOARD OF SELECTMEN
RE: DRAFT ANNUAL TOWN MEETING MOTIONS

Attached are the draft motions for the 2016 Annual Town Meeting as of March 25, 2016.

The red-lined version showing the changes from the original draft motions are available online here:

http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/DraftMotionsATM2016Redlined.pdf

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

MOTION #1

I move you, sir:

MOVED: that the Town recognize the following town employees who have retired since the 2015 Annual Town Meeting and have served the Town for over 20 years (service need not be consecutive):

Dexter Chadsey	39 years	Teacher, Claypit Hill School
Christine Brown	33 years	Athletic Trainer, Substitute
Carol Lucenta	32 years	Clerical, School Department
Thomas Cavanaugh	31 years	Teacher, Substitute
Deborah Bearse	23 years	Principal, Claypit Hill School
Donald Gladu	22 years	Transfer Station Foreman
Judith Courchine	22 years	Clerical, School Department
Paula Dettorre	21 years	Human Resources Assistant

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

MOTION #2

I move you, sir:

MOVED: that the Town recognize and observe a moment of silence in remembrance of the following elected official with at least 10 years of service to the Town, without regard to tenure, who has passed away since the adjournment of the 2015 Annual Town Meeting:

Elected Official

Grace I. Bowen

November 13, 2015

Town Clerk, 1974 - 1986

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

I move you, sir:

MOVED: that this article be passed over.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 3: CURRENT YEAR TRANSFERS

I move you, sir:

MOVED: that the following sums be appropriated to be expended by the following boards and committees in Fiscal Year 2016 for the following purposes:

<u>Purpose</u>	<u>Amount</u>	<u>Board or Committee</u>
Septage Expense	\$17,517	Board of Selectmen
Septage Expense	\$68,614	Board of Selectmen

**TOTAL CURRENT YEAR
TRANSFERS** \$ 86,131;

and that said appropriations be provided by transferring \$68,614 from the General Fund – Unreserved Fund and by transferring \$17,517 from the Septage Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 4: OPEB FUNDING

I move you, sir:

MOVED: that the Town

- a.) transfer the sums of money from the enterprise funds and revolving funds listed in Paragraph a) of Article 4 on Page 20 of the Warrant for the 2016 Annual Town Meeting totaling \$50,000.00 to the General Fund.
- b.) appropriate \$28,543.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring the sums of money from the enterprise funds and revolving funds listed in Paragraph b) of Article 4 on Pages 20 of the Warrant for the 2016 Annual Town Meeting totaling \$28,543.00; and
- c.) appropriate \$215,285.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring \$215,285.00 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 5: ESTABLISH 53D RECREATION REVOLVING FUND
FOR THE WAYLAND TOWN BEACH**

I move you, sir:

MOVED: that the Town accept the provisions of Massachusetts General Laws Chapter 44, Section 53D to establish, authorize the use of a revolving fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director for the Wayland Town Beach for which the costs, which are seasonal salaries, supplies, materials, services, and utilities, shall be funded by user fees from beach memberships, rentals, and other associated beach facility service fees.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 6: ESTABLISH A RECREATION STABILIZATION FUND

I move you, sir:

MOVED: that the Town establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 7: ADOPT MASSACHUSETTS GENERAL LAWS
CHAPTER 44, SECTION 53 E ½ REVOLVING
ACCOUNTS**

I move you, sir:

MOVED: that the Town continue the Transfer Station, Recreation and Council on Aging Revolving Accounts and establish the School Department Professional Development and School Department Curriculum Revolving Accounts for the purposes and with the funding sources, expenditure authorities and expenditure limits for the Fiscal Year beginning July 1, 2016 in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½ all as set forth on Page 25 of the Warrant for the 2016 Annual Town Meeting, except that in Line Number 2 of the Chart on Page 25 the Fiscal Year 2017 Spending Limit in the last column on right shall be decreased from \$585,000 to \$583,000.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 1)

I move you, sir:

MOVED: That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2017 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$79,234,945 which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated, \$71,137,604 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$90,291 shall be provided by transfer from Premium on Bonds Account, \$1,263,125 shall be provided by transfer from other funds, \$300,454 shall be provided by transfer from Overlay Surplus, \$1,500,000 shall be provided by transfer from Unreserved Fund Balance, \$3,787,352 shall be provided from Water revenue, \$52,708 shall be provided from Septage Retained Earnings, and \$743,411 shall be provided from Wastewater revenues

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 2)
CAPITAL BUDGET**

I move you, sir:

MOVED: That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2017 listed on Pages 40 through 53 of the Warrant for the 2016 Annual Town Meeting in the total amount of \$8,974,000 be appropriated for equipment and vehicle acquisitions and projects for the listed departments, each of which shall be a separate appropriation, and, of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$6,721,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$305,000 shall be raised from taxation, \$290,000 shall be provided by transfer from the General Fund - Unreserved Fund Balance, \$450,000 shall be provided from water surplus, \$515,000 shall be provided from Ambulance receipts, \$50,000 shall be provided from the Cemetery Revolving Fund, \$88,000 shall be provided from the Transfer Station, \$10,000 shall be provided from the Before and After School Account, and \$545,000 shall be provided by transfer from surplus capital closeouts, provided that the debt services costs related to the improvements to the Transfer Station and Recycling Center Facility shall be funded by transfer to the General Fund from fees paid for the use of said facility.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 3)

I move you, sir:

MOVED: that the Town:

- a) appropriate \$1,900,000 Dollars for the purpose of paying costs of repairs to the Loker School, 47 Loker Street, Wayland, Massachusetts, 01778, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Municipal Building Committee; acknowledge that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town of Wayland; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of appropriation authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Wayland and the MSBA;
- b) to meet said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$1,900,000 under Massachusetts General Laws Chapter 44, or any other enabling authority; and
- c) authorize the School Committee to enter into all necessary and appropriate agreements for the repairs to the Loker School, including but not limited to a project funding agreement and a project scope and budget agreement with the MSBA, which agreements with the MSBA may include a provision requiring the Town to indemnify the MSBA for losses associated with the Town’s performance of its obligations and exercise of its rights under such agreements.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 4)

I move you, sir:

MOVED: That the Town :

- a) Transfer \$482,618 from the Massachusetts General Laws Chapter 44, Section 53E1/2 Recreation Revolving Fund to the General Fund;
- b) Transfer \$80,000 from the General Fund – Unreserved Fund Balance to the Massachusetts General Laws Chapter 44, Section 53D Recreation Department Beach Revolving Fund;
- c) Transfer the balance as of June 30, 2016 in the School Professional Development Account, Project 3225, to the Massachusetts General Laws Chapter 44, Section 53E 1/2 School Professional Development Revolving Fund; and
- d) Transfer the balance as of June 30, 2016 in the School Curriculum Account, Project 3226 to the Massachusetts General Laws Chapter 44, Section 53E ½ School Curriculum Revolving Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION #5)

I move you, sir:

MOVED: That the Town transfer \$402,618 from the General Fund – Unreserved Fund Balance to the Recreation Stabilization Fund.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 9: ACCEPT GIFTS OF LAND

I move you, sir:

MOVED: That the Town accept, as a gift, for conservation purposes, to be held the care, custody, management and control of the Conservation Commission, the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled “Plan of land in Wayland-Mass.”, dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976; and express its appreciation to Nathan (Ted) Newbury for his generosity in donating said parcel of land to the Town.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 10: CONFIRMATORY TAKING OF NEWBURY
CONSERVATION LAND**

I move you, sir:

MOVED: That the Town:

- a) authorize the Board of Selectmen, with approval of Town Counsel as to form, to acquire by eminent domain, for conservation purposes, to confirm and make clear the Town's title to the fee in the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled "Plan of land in Wayland-Mass.", dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976;
- b) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and
- c) provided for said appropriation by transferring \$1.00 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 12: PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN

I move you, sir:

MOVED: That the Town amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan previously adopted by the Town by making the following revisions thereto as set forth on Pages 58 through 60 of the Warrant for the 2016 Annual Town Meeting and by establishing the non-union wage and salary rates and the effective date for said rates as set forth in Appendix C on pages 115 through 117 of said Warrant.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 13: COMPENSATION FOR TOWN CLERK

I move you, sir:

MOVED: that the Town fix the salary and compensation of the elected Town Clerk at \$70,504.00 effective July 1, 2016.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 14: AMEND CHAPTER 145 – INSPECTION, TESTING,
MAINTENANCE OF PRIVATE FIRE HYDRANTS**

I move you, sir:

MOVED: that the Town amend the Code of the Town of Wayland, Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping, by making the revisions thereto set forth on Pages 62 and 63 of the Warrant for the 2016 Annual Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 15: FUND PERMANENT RECONFIGURATION OF THE INTERSECTION OF EAST PLAIN STREET, SCHOOL STREET, AND ROUTE 30 (COMMONWEALTH ROAD)

I move you, sir:

MOVED: that the Town appropriate \$300,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road), making permanent the temporary changes in the configuration of said intersection currently in effect; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$300,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 16: FUND RECONFIGURATION OF THE FIVE PATHS
INTERSECTION (COCHITUATE ROAD AND OLD
CONNECTICUT PATH)**

I move you, sir:

MOVED: that the Town to appropriate \$335,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection of the so-called “Five Paths” Intersection of Cochituate Road and Old Connecticut Path including pedestrian crossings; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$335,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 17: AUTHORIZE THE TRANSFER OF 207 AND 195 MAIN STREET TO LIBRARY TRUSTEES, RECREATION COMMISSION AND SCHOOL COMMITTEE

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen and/or School Committee and/or the Board of Public Works, as the case may be, with approval of Town Counsel as to form, to transfer the care, custody, management and control of all or any part of 1.) the parcel of land containing 2.0 acres, more or less, at 207 Main Street Wayland, Massachusetts, shown on Assessors Map 47D as Parcel 58C; and 2.) the parcel of land containing 4.7 acres, more or less, with the buildings and structures thereon at 195 Main Street Wayland, Massachusetts shown on Assessors Map 47D as Parcel 5 to the Board of Library Trustees for town library purposes and to the Recreation Commission for recreation purposes and to the School Committee for school purposes.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 18: AUTHORIZE THE TRANSFER OF 202 OLD CONNECTICUT PATH TO LIBRARY TRUSTEES FOR LIBRARY USE

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen, with approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcel of land on and off Cochituate Road and Old Connecticut Path, 202 Old Connecticut Path, Wayland, Massachusetts shown as Parcel C on the plan entitled “Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate” dated March 22, 1994, prepared by the Wayland Town Surveyor’s Office and recorded with the Middlesex South Registry of Deeds as Plan No.693 of 1995, to the Board of Library Trustees for town library purposes.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN BUILDING

I move you, sir:

MOVED: that the Town appropriate \$56,000 to be expended by the Board of Selectmen for a payment in lieu of a betterment assessment relative to the new Town-owned wastewater treatment plant for sewer capacity at said plant to connect a Town Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; and, to provide for said appropriation, transfer \$56,000 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 21: APPROPRIATE FUNDS FOR DESIGN,
CONSTRUCTION DOCUMENTS AND BIDDING FOR A
PROPOSED COUNCIL ON AGING/COMMUNITY
CENTER AT WAYLAND TOWN CENTER**

I move you, sir:

MOVED: that the Town

- a) appropriate \$425,000 to be expended under the direction of the Board of Selectmen for the purpose of preparing bid documents and obtaining bids for a Council on Aging/Community Center building on the so-called “Municipal Pad,” which is comprised of the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts containing, in the aggregate, 4.16 acres and shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled “Plan of Land in Wayland, MA,” dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk;
- b) to provide for said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$425,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8; and

ARTICLE 21
Page 2

- c) authorize the Town Administrator to take any action necessary to carry out the tasks in Paragraph a.) above, provided that (i) the design scope of said building project shall include renovations to the existing 10,250 square foot building situated on said Municipal Pad and expansion, as needed, as well as related site development, and shall accommodate up to 21,000 square feet of building area, with engineering confirmation that wastewater capacity is available and sufficient for said size of building and for the proposed community center use; and (ii) no funds so appropriated shall be expended until the Town of Wayland acquires control of said Municipal Pad and achieves satisfactory environmental testing for polychlorinated biphenyls as authorized at the November 9, 2015 Special Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 22: FIELD RENOVATIONS AND 207/195 MAIN STREET
FEASIBILITY STUDY**

I move you, sir:

MOVED: that the Town appropriate \$150,000 to be expended by the Recreation Commission for field renovations at Town Building and to do a feasibility study to investigate the construction of a potential multi-purpose, rectangular, natural or artificial turf field at 207 and 195 Main Street, Wayland, Massachusetts; and provide for said appropriation by transferring \$150,000 from the Recreation Stabilization Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 23: ACCEPT MODIFIED ROUTE 30 AND 27
INTERSECTION AS A TOWN WAY**

I move you, sir:

MOVED: that the Town accept as a town way the modified intersection of Main Street (Route 27) and Commonwealth Road (Route 30) as laid out by the Board of Public Works by adding to and incorporating into the respective layouts of said town ways the parcels of Town-owned land on said Main Street and Commonwealth Road shown as Parcel No.'s 1-T-1, 1-T-2, 1-T-3 and 1-T-4 on a plan entitled "Layout, Alteration and Easement Plan of Land in Wayland, Massachusetts", (Sheet 1 of 2 sheets) dated October 27, 2015, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Wetlands Scientists and recorded with the Middlesex County South District Registry of Deeds as Plan No. 879 of 2015.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 24: SET ASIDE COMMUNITY PRESERVATION FUNDS
FOR LATER SPENDING**

I move you, sir:

MOVED: that the Town set aside from the Community Preservation Fund's uncommitted funds for later spending pursuant to Massachusetts General Laws Chapter 44B, Section 6:

- a) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing for Fiscal Year 2016; and
- b) \$10,000 for administrative expenses.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 25: TRANSFER COMMUNITY PRESERVATION FUNDS TO
WAYLAND MUNICIPAL AFFORDABLE HOUSING
TRUST FUND**

I move you, sir:

MOVED: that the Town appropriate and transfer from funds set aside from the Community Preservation Fund for community housing \$95,694 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 26: APPROPRIATE FUNDS TO RESTORE MONUMENTS
AT NORTH CEMETERY**

I move you, sir:

MOVED: that the Town appropriate \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and provide for said appropriation by transferring \$72,000 from funds set aside in the Community Preservation Fund for historic preservation.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 27: APPROPRIATE FUNDS TO RESTORE COCHITUATE TOWN CLOCK

I move you, sir:

MOVED: that the Town appropriate \$29,000 to be expended by the Wayland Historical Commission to preserve and restore the Town-owned clock located in the Community United Methodist Church tower in Cochituate; and provide for said appropriation by transferring \$29,000 from funds set aside in the Community Preservation Fund for historic preservation.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 28: VOTE TO APPROPRIATE FUNDING FOR NEW
MINUTEMAN HIGH SCHOOL**

I move you, sir:

MOVED: that this article be passed over.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 30: APPROPRIATE FUNDS TO PURCHASE
CONSERVATION RESTRICTION ON MAINSTONE
FARM**

I move you, sir:

MOVED: that the Town:

- a.) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31 through 33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, which parcel of land to be covered by said conservation restriction is part of the parcel of land shown on Wayland Assessors Map as Parcel 35-031A and is shown as “87 Old Connecticut Path” on a plan entitled “Subdivision Plan of Land in Wayland Middlesex County Massachusetts” dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 100 of 2016 (Sheets 2 and 3 of 3), which plan is the basis for the sketch map attached to the Warrant for the Annual Town Meeting 2016 in Appendix K;

- b.) appropriate \$12,000,000 to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of

ARTICLE 30

Page 2

Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.;

and

- c.) provide for said appropriation by (i) transferring \$2,100,000 from funds set aside in the Community Preservation Fund for open space (ii) transferring \$2,900,000 from the uncommitted funds in the Community Preservation Fund;
- and (iii) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$7,000,000 in anticipation of future Community Preservation Fund revenues pursuant to Massachusetts General Laws Chapter 44B, Section 11.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 31: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

I move you, sir:

MOVED: that the Town appropriate \$55,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to Glezen Lane; and that said appropriation be provided by transferring \$55,000 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 32: RESCIND AUTHORIZED BUT UNISSUED DEBT

I move you, sir:

MOVED: that the Town rescind the borrowings that are deemed no longer necessary because the projects funded by the borrowings have been completed as listed on Page 96 of the Warrant for the 2016 Annual Town Meeting.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 33: TRANSFER CUSTODY OF SMALL PORTION OF LAKEVIEW CEMETERY

I move you, sir:

MOVED: that the Town authorize the Recreation Commission, with approval of Town Counsel as to form, to transfer the care, custody, management and control of a portion of the Lakeview Cemetery shown on the Town's Assessors Map as Parcel 51C-047A to the Board of Public Works for cemetery purposes.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 34: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION AMOUNTS

I move you, sir:

MOVED: that the Town accept the provisions of Massachusetts General Laws Chapter 59, Section 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 35: HEAR REPORTS

I move you, sir:

MOVED: that the Town accept the 2015 Wayland Annual Report, and the reports of the Town officers, agents, trustees, commissioners, boards and committees listed on Page 98 of the Warrant for the 2016 Annual Town Meeting.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 36: CHOOSE TOWN OFFICERS

I move you, sir:

MOVED: that the following persons be nominated for the following offices in accordance with Article 36 of the 2016 Annual Town Meeting Warrant:

As Trustees of the Allen Fund:

Lynn S. Dowd
Benjamin W. Johnson III
Michael B. Patterson

As Fence Viewers:

The Selectmen

As Field Drivers:

The Constables

As Measurers of Wood and Bark:

Paul Doerr
Lewis S. Russell Jr.
Harry F. Sweitzer

As Surveyors of Lumber:

Susan W. Pope
Jean B. Pratt
Harry F. Sweitzer

and, there being no further nominations, the Town Clerk be instructed to cast one ballot for the same.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 37: SELL OR TRADE VEHICLES AND EQUIPMENT

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen to sell or otherwise dispose of the following surplus equipment in connection with the purchase of new vehicles and/or equipment:

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
Fire Department	Emergency One Ladder Truck	1993
Fire Department	Emergency One Fire Engine	2004
Fire Department	Fire Alarm Equipment: up to 240 Fire Alarm Boxes, and up to 60 Fire Alarm Box Pedestals	
Public Works	F800 J Hook	1998
Public Works	F350 Dump Truck	1999
Public Works	John Deere Turf Tractor	1999
Public Works	F350 Dump Truck	2005
Public Works	Elgin Sweeper	2010

(8) REPORT OF THE
TOWN ADMINISTRATOR

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING MARCH 25, 2016**

CARROLL SCHOOL

Several of the town's offices received letters from residents near the proposed site of the Carroll School. I will acknowledge the correspondence for all offices. I also received a call from a resident who believed the town was in negotiations with the Carroll School. I made an introductory call to the School principal Steve Wilkins and we agreed to meet and remain in contact as the land development process moved forward.. Mr. Wilkins said no one from the town contacted him to negotiate. The land use departments will discuss this project when appropriate

MINUTES

Please review and send any comments on the following sets of draft open session minutes for December 7, December 14, January 4, January 27, February 11, February 16, February 26. On April 4th, we will discuss how to keep up-to-date with minutes.

RECREATION MOU

The Recreation Memorandum of Understanding will be reviewed for potential adoption by the Recreation Commission, School Committee and Board of Public Works. The MOU provides the basis for collaboration on adoption of priorities, design, construction and maintenance of recreation projects. The MOU will be used for the first time after Town meeting if the Happy Hollow playground project is approved.

INDIRECT COSTS

All Departments (and School) that pay indirect costs will be convene next week to review indirect costs with the Finance Director. This has been a subject of interest among boards and committees.

WEBSITE

The website now includes organized information on Town Meeting Articles. Facebook is used to alert residents of new and interesting postings.

STM SCHEDULE

Please see attached revised schedule.

2016 SPECIAL TOWN MEETING SCHEDULE

(Schedule for fall STM to begin on TUESDAY, NOVEMBER 15, 2016)

August 24	Selectmen vote on August 15 th to open warrant for Special Town Meeting on Wednesday, August 24, 2016 at 8:30 a.m. through Thursday, September 1, 2016 at 4:30 p.m. Petitioners' Hearing will be held Monday, August 24 th .
August 29	Petitioners' Hearing
September 1	Last day to submit articles for Special Town Meeting at 4:30 p.m. Petitioners' articles must be submitted to the Selectmen's office with at least 100 signatures
September 5	Labor Day
September 6	Finance Committee Special Town Meeting Article Hearing
September 26	<u>Deadline for submission of petitioner's comments on STM articles</u>
September 26	Selectmen review, order and vote to place and vote positions on articles
October 5	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 10	Columbus Day – Town offices closed
October 14	Compilation of Warrant completed and all changes made
October 14	Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
October 14	Warrant sent to printer
October 14	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk. Draft motions posted for public review.
October 24	Selectmen meet to sign warrant
November 1	Date by which warrant will be posted by Constable and mailing of warrants (Town Code 36-2A, MGL c. 39, s10 – No later than 14 days before TM)
November 4 by 8:00 p.m.	Last day before Town Meeting to register to vote (No earlier than 10 days before STM)
November 7	Selectmen review proposed motions ; Selectmen conduct Special Town Meeting Warrant Hearing, 7:15 p.m. Large Hearing Room, Town Building
November 8	Potential Moderator's Forum
November 15	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk
November 15	Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution
NOVEMBER 15	SPECIAL TOWN MEETING, Tuesday 7:00 p.m., Wayland High School Field House
November 16	Adjourned session of Special Town Meeting

Note – Dates not set by general laws and town code may change.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
JOSEPH F. NOLAN

NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
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DRAFT

Board of Selectmen Meeting Minutes December 7, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan (arrived 7:04 p.m.)
Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. M. Antes announced that the Planning Board hearing for Annual Town Meeting zoning bylaw amendments will be held December 8.

A2. Public Comment Jerry Heller, 24 Hickory Hill Road, and Chair, River's Edge Advisory Committee, advised the Board that no bids were received for the purchase of the River's Edge property. He said the committee will contact prospective developers and review whether to modify the RFP. He reviewed potential issues, such as the demolition of the septicage facility, the lack of a water connection, and affordable housing regulations.

A3. Vote to Approve the Memorandum of Agreement as Amended with the AFSCME 2, Clerical Bargaining Unit dated October 26, 2015, for the Period of July 1, 2014, through June 30, 2017
M. Antes moved, seconded by L. Anderson, to approve the Memorandum of Agreement as amended with the AFSCME 2, Clerical Bargaining Unit dated October 26, 2015, for the period of July 1, 2014, through June 30, 2017. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A4. Open Annual Town Meeting and Election Warrants J. Nolan moved, seconded by M. Antes, to open the warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016, at 7:30 p.m. in the Wayland High School Field House, and the Annual Election to be held on Tuesday, April 5, 2016, at designated polling places. The warrant for said Annual Town Meeting will be open from Monday, December 14, 2015, at 8:30 a.m., through Friday, January 15, 2016, at 4:30 p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Selectmen's Office in Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30 p.m. on Friday, January 15, 2016. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A5. Vote to Approve Renewal of Liquor Licenses, Common Victualler Licenses, Entertainment Licenses, and Used Car Dealer Licenses J. Nolan moved, seconded by M. Antes, to approve the renewal of the following liquor licenses, common victualler licenses, entertainment licenses, sale of second-hand articles licenses, and used car dealer licenses. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Bertucci's Restaurant Corp. dba Bertucci's Italian Restaurant	14 Elissa Avenue	Liquor License On Premise All Alcoholic
Broomstones Inc.	1 Curling Lane	Liquor License, Club, All Alcoholic
China Rose LLC dba China Rose	15 East Plain Street	Liquor License On Premise

Coach Grill (BBRG TR LLC)	55 Boston Post Road	All Alcoholic Liquor License On Premise
Donelan's Supermarkets Inc.	177 Commonwealth Road	All Alcoholic Liquor License Package Store Wine & Malt
Dudley Chateau of Cochituate Inc.	20 Crest Road	Liquor License On Premise All Alcoholic
Lavins Inc. of Wayland	330 Old Connecticut Path	Liquor License Package Store All Alcoholic
The Local Restaurant of Wayland LLC dba The Local Restaurant	11 Andrew Avenue	Liquor License On Premise All Alcoholic
Mel's Commonwealth Café (Elmwood Donuts, Inc.)	310 Commonwealth Road	Liquor License On Premise Wine & Malt
New Sandy Burr Inc.	103 Cochituate Road	Liquor License On Premise All Alcoholic
Post Road Liquors Inc.	44 Boston Post Road	Liquor License Package Store All Alcoholic
Prime 131 Grill (Old Wayland Restaurant Inc.)	131 Boston Post Road	Liquor License On Premise All Alcoholic
Sperry's Fine Wine Brew and Cigars (Eastbrook Inc.)	87 Andrew Avenue	Liquor License Package Store Wine & Malt
Takara Japanese Restaurant (Zheng Group Inc.)	15 Elissa Way	Liquor License On Premise All Alcoholic
The Villa Inc.	48 East Plain Road	Liquor License On Premise All Alcoholic
Water Lily (Ho-Tai Wayland Inc.)	309 Boston Post Road	Liquor License On Premise Wine & Malt
The Wayland Country Club (Golf Course Enterprises)	121 Old Sudbury Road	Liquor License On Premise All Alcoholic
Wayland Variety and Deli Corporation	70 Boston Post Road	Liquor License Package Store Wine & Malt
Wayland Wine and Spirits (P & P Liquors Inc.)	302 East Commonwealth Rd	Liquor License Package Store All Alcoholic
Baypath Elder Services (Meals on Wheels)	33 Boston Post Road Marlborough MA	Victualler License
Bertucci's Restaurant Corp. dba Bertucci's Italian Restaurant	14 Elissa Avenue	Victualler License
China Rose LLC dba China Rose	15 East Plain Street	Victualler License
Coach Grill (BBRG TR LLC)	55 Boston Post Road	Victualler License
Dudley Chateau of Cochituate Inc.	20 Crest Road	Victualler License
Einstein and Noah Corp dba Einstein Brothers	44 Main Street	Victualler License
Liberty Pizza (MC&G Pizza Inc.)	116 Main Street	Victualler License
The Local Restaurant of Wayland LLC dba The Local Restaurant	11 Andrew Avenue	Victualler License
Mel's Commonwealth Café (Elmwood Donuts, Inc.)	310 Commonwealth Road	Victualler License
New Sandy Burr Inc.	103 Cochituate Road	Victualler License
Panera Bread Bakery-Café	21 Andrew Avenue	Victualler License

(PR Restaurants LLC)		
Prime 131 Grill (Old Wayland Restaurant Inc.)	131 Boston Post Road	Victualler License
Starbucks Coffee Company	44 Main Street	Victualler License
Spice 'n Pepper (Aprileileen Corporation)	236 Boston Post Road	Victualler License
Takara Japanese Restaurant (Zheng Group Inc.)	15 Elissa Way	Victualler License
The Villa Inc.	48 East Plain Road	Victualler License
Water Lily (Ho-Tai Wayland Inc.)	309 Boston Post Road	Victualler License
The Wayland Country Club (Golf Course Enterprises)	121 Old Sudbury Road	Victualler License
Wayland Pizza House	336 Boston Post Road	Victualler License
China Rose LLC dba China Rose	15 East Plain Street	Entertainment License
Einstein and Noah Corp dba Einstein Brothers	44 Main Street	Entertainment License
The Local Restaurant of Wayland dba The Local	11 Andrew Avenue	Entertainment License
Prime131 Grill (Old Wayland Restaurant Inc.)	131 Boston Post Road	Entertainment License
Starbucks Coffee Company	44 Main Street	Entertainment License
The Villa Inc.	48 East Plain Road	Entertainment License
Almaari Jewelers	65 Andrew Avenue	Sale of Second Hand Articles
MetroWest Precious Metals LLC	241 Boston Post Road Suite 5	Sale of Second Hand Articles
Cook's Automotive (Lloyd J. Cook, President)	338 Boston Post Road	Sale of Used Vehicles II
Herb Chambers of Wayland Inc. dba Aston Martin Boston, dba Bentley Boston, dba Rolls-Royce Motor Cars of New England, dba Herb Chambers Lamborghini of Boston, and dba Herb Chambers Maserati	533 Boston Post Road	Sale of Used Vehicles I
International Auto Works Inc.	118 Main Street	Sale of Used Vehicles II
Shepard's Service (Mark Shepard)	268 Boston Post Road	Sale of Used Vehicles II
Wayland Automotive Sales (Richard Devlin)	322 Commonwealth Avenue	Sale of Used Vehicles II
Wayland Foreign Motors (Timothy and Thomas Cornu)	356 Boston Post Road	Sale of Used Vehicle II
Wayland Imports (Glenn B. Schwartz)	70 Boston Post Road	Sale of Used Vehicles II
Wayland Mobil (E & J Service Station LLC)	315 Commonwealth Road	Sale of Used Vehicles II

A13. Review and Approve Consent Calendar (See Separate Sheet) J. Nolan commended Eagle Scouts Thomas Heerema and Andrew Glenn Ludwig for their achievement. J. Nolan moved, seconded by L. Anderson, to approve the consent calendar. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A6. Discuss Council on Aging/Community Center Advisory Committee Charge and Next Steps

Members of the Council on Aging/Community Center Advisory Committee Bill Sterling, Jean Milburn, and Frank Krasin appeared before the Board, to review proposed changes to its charge. It was the sense of the Board to approve the changes. The Board reviewed the committee's activities, including environmental testing, a potential peer review, the interior review of the existing building, and the capacity of the building to meet program requirements, and the need to consider alternate locations. B. Sterling reviewed the Phase II preparations. C. Karlson noted there has been no definitive approval received from the town yet to proceed with a Council on Aging/Community Center. The Board discussed the survey from the Wayland Real Asset Planning (WRAP) Committee. B. Sterling said the committee would prepare a report for the Board of Selectmen to submit. He said a consultant would be hired for RFP preparation for a firm to site testing and engineering drawing for permitting submittals. L. Anderson asked about the impact of putting the project under the Permanent Municipal Building Committee, and B. Sterling said it would be helpful. He said the next step is to ask Town Meeting for design funds of approximately \$200,00 to \$500,000 for the next phase, contingent upon the purchase of the property. C. Karlson project. Construction Funded in spring of 2017.

A7. FY17 Budget Discussion, Including but not Limited to: Proposed New Positions, including Departments under Selectmen (Police, Information Technology), Discussion of Unclassified Expenses, Legal Expenses and Debt Schedule and Management

The Board was joined by Assistant Town Administrator/Human Resources Director John to review requests for new positions. J. Senchyshyn said there were nine requests considered justifiable but limited by budget constraints.

He reviewed the request for an IT Executive Director, which the Personnel Board recommended for funding, and a second request for a Business System Administrator, which is recommended for later funding in FY16 after the first position is filled. In regard to the DPW, he said there are four positions requested, although not all positions require more funding. He said the additional Maintenance position is warranted due to the increase in town buildings. In regard to the in-house Engineer, the funds will be taken out of contract services. He noted the Senior Foreman position replaces a current vacancy, and that due to changes in staff structure, the Working Foreman position represents a cost reduction to the town. He said the two positions for the Recreation Department will be funded through user fees. Three other positions were denied: a new police officer, a part-time clerical position in the office of the Town Clerk, and additional clerical support for the Health Department.

The Board was joined by Police Chief Robert Irving and Police Lieutenant Pat Swanick to review the staffing needs of the Police Department. R. Irving said the requested position is a reinstatement, not a new position, and he discussed the need to fill the job, including the new town center project, the impact on overtime, and the comparison to peer towns. The Board agreed that the position was not denied because of a lack of support, but rather based on budget considerations.

J. Senchyshyn reviewed unclassified expenses. He noted the increasing costs of health insurance and the contributing factors. He said there was little variance in the remaining unclassified expenses; however, he highlighted the separation of special counsel legal expenses, which included issues such as OPEB, the revolving accounts, and the Minuteman Regional Vocational School.

The Board was Zoe Pierce, Treasurer/Collector, to discuss town debt. She reported on the Schedule for general fund debt, the list of authorized but unissued debt, refunding opportunities, debt analysis, and debt management policy. She said the general fund debt is consistent with town policy. She discussed excess borrowing capacity; C. Karlson suggested guidance from staff and a review of market rates. Z. Pierce explained her request for a financial advisor to evaluate debt refunding opportunities and to review the town's debt policy. The Board expressed its support for an advisor, and thanked her for her work.

A10. Update on Minuteman Issues The Board was joined by Town Moderator Dennis Berry, and Mary Ellen Castagno, Wayland representative to the Minuteman School, via telephone. L. Anderson provided an update on a meeting held on December 2 in Weston of the sixteen member towns to come to an agreement on a proposal that each selectman could bring back to their boards. As a result, she asked the Board whether it could, in principal, support a revised regional agreement, based on the 2014 regional agreement. Any town must take a vote on withdrawal and approve the new agreement at a Special Town Meeting, and she asked if the Board could commit to a Special Town Meeting by February 15.. She also said the issue arose regarding the payment of the host community (Lincoln) \$138,000 per year, as payment in lieu of taxes. The Board reviewed the revised agreement, and agreed to open a warrant for Special Town Meeting once all sixteen towns have made the commitment. L. Anderson said the member towns are relying on Minuteman to write the article. M. Castagno said the Board must take a vote to withdraw. It was the sense of the Board to approve the withdrawal and take a formal vote at the next meeting.

A8. Review List of Potential Annual Town Meeting Warrant Articles The Board reviewed the list of potential articles for the Annual Town Meeting, and discussed the use of an abbreviated format for the standard articles. M. Antes said that a mixed use development is being considered at the Wayland Shopping Center on Boston Post Road, and asked about wastewater capacity. N. Balmer said she will pursue the question with the Facilities Director

A11. Vote to File Special Legislation to Increase Cap on Recreation Revolving Fund Expenses to 5% of Taxation J. Nolan moved, seconded by M. Antes, to petition the General Court of the Commonwealth of Massachusetts to enact a Special Act to increase the annual expenditure limit on the Recreation Department's revolving fund established pursuant to Massachusetts General Laws Chapter 44, Section 53 E ½, from 1% to 5% of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified by the Commissioner of the Department of Revenue. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A9. Review and Approve Memo to Wayland Real Asset Planning (WRAP) Committee J. Nolan moved, seconded by L. Anderson, to approve the response to the survey submitted by the Wayland Real Asset Planning (WRAP) Committee, as amended, and authorize the Chair and the Town Administrator to finalize the language under Question 10. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A12. Discussion of Draft Amended Sign Policy M. Antes presented a draft amended sign policy for Board review. The Board discussed the location of the signs, the ownership of the land, the approval of signs for school events, and the need to complement the Board of Public Works policy. M. Antes said she will make revisions and provide an updated draft for further review.

A14. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. J. Nolan thanked Bill Steinberg for his service to the town on the Wayland Real Asset Planning (WRAP) Committee. J. Nolan discussed the 495 Partnership's annual conference; he discussed the Suburban Edge Community Committee, and how it will help drive legislation to support small towns and community compacts. The Board noted the finding from the Attorney General that the Board of Assessors did not violate the Open Meeting Law.

A15. Report of the Town Administrator N. Balmer reminded the Board that the Massachusetts Municipal Association conference will be January 22-23, 2016. She reviewed the issue of common driveways and her conversations with residents. She said she has asked Town Counsel Mark Lanza to prepare an explanation for the public.

A16. Selectmen's Reports and Concerns L. Anderson reported on the Raytheon PIP meeting. M. Antes said the dedication of the Habitat home took place on December 5. She reviewed the proposal for listening sessions between the residents and the Board of Selectmen, and it was the consensus of the Board to move forward with the project.

A17. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A18. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:36 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of December 7, 2015

1. Memorandum of 12/7/15 from Sarkis Sarkisian, Town Planner, to Nan Balmer, Town Administrator, re: 15 East Plain Street Follow-Up on Site Plan Decision
2. Memorandum of 12/7/15 from Zoe Pierce, Treasurer/Collector, to Board of Selectmen, re: Town Debt

Items Included as Part of Agenda Packet for Discussion During the December 7, 2015 Board of Selectmen's Meeting

1. Memorandum of 12/4/15 to Board of Selectmen re: Motion for Approval of AFSCME 2 Memorandum of Agreement
2. Memorandum of 12/7/15 from Board of Selectmen to All Boards, Committees, Departments and Staff re: 2016 Annual Town Meeting and Annual Town Election
3. Memorandum of 12/3/15 to Board of Selectmen re: 2016 Licensing
4. Memorandum of 10/27/15 from Police Chief Robert Irving re: License Violations 2015
5. Memorandum of 12/7/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Council on Aging/Community Center Advisory Committee, Discuss Next Steps with Committee Chair
6. Memorandum of 12/4/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: New Request for Personnel from Departments under the Board of Selectmen
7. Memorandum of 12/2/15 from John Senchyshyn, Assistant Town Administrator/HR Director, re: FY17 Staffing Requests
8. Memorandum of 12/7/15 from John Senchyshyn, Assistant Town Administrator/HR Director, re: Legal Expenses – FY15 and YTD FY16
9. Memorandum of 12/7/15 from John Senchyshyn, Assistant Town Administrator/HR Director, re: Unclassified Budget – FY17 Projections
10. Memorandum of 12/7/15 from Zoe Pierce, Treasurer/Collector, to Board of Selectmen re: Town Debt
11. 2016 Annual Town Meeting Potential Articles as of December 7, 2015
12. Memorandum of 12/7/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Legislation for Recreation Revolving Fund
13. Draft Memorandum of 12/7/15 from Wayland Real Asset Planning (WRAP) Committee to Board of Selectmen re: Response to Request Regarding Facilities Under Selectmen Jurisdiction
14. Draft Board Policy on Signs – Public Display and Use of Town Sign Boards
15. Email of 12/4/15 from Mary Antes re: Listening Session Info for Packet
16. Town Administrator's Report for the Week Ending December 4, 2015



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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DRAFT

Board of Selectmen
Meeting Minutes
December 14, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer

A1. Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Action regarding Bernstein et al v. Wayland Planning Board et al; and to Discuss Strategy with Respect to Pending Litigation regarding 150 Main St, LLC, Plaintiff, v. Wayland Zoning Board of Appeals and, Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to Consider the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to the Municipal Parcel at the Town Center Project; and Pursuant Massachusetts General Laws Chapter 30A, Section 21(a)(2) to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with the Town Administrator At 6:01 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to a pending action regarding Bernstein et al v. Wayland Planning Board et al; and to discuss strategy with respect to pending litigation regarding 150 Main St, LLC, Plaintiff, v. Wayland Zoning Board of Appeals and, pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to consider the purchase, exchange, taking, lease or value of real property in regard to the municipal parcel at the Town Center Project; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with the Town Administrator. The Chair declares that a public discussion of these matters may have a detrimental effect on the bargaining, litigating, or negotiating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, TEC Traffic Engineer Kevin Dandrade, Police Chief Robert Irving, Town Planner Sarkis Sarkisian, Board of Public Works member Mike Lowery, Planning Board member Ira Montague, Building Commissioner Geoffrey Larsen, Town Counsel Mark Lanza, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately one hour.

The Board returned to open session at 7:10 p.m.

A2. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:10 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

A3. Public Comment David Bernstein, 25 Glezen Lane, said that the town had voted to support the use of electronic voting at all town meetings, and asked that the Board respect the vote and authorize electronic voting at the February 2016 Special Town Meeting. Alan Reiss, 463 Old Connecticut Path, said the Board should respect the will of town meeting in regard to electronic voting.

The Board was joined by Board of Health Chair Thomas Klem, Board of Health member Cynthia Hill, Director of Public Health Julia Junghanns, and Sudbury Health Director Bill Murphy, to provide background information for the consent calendar request to enter into an Intermunicipal Mutual Aid Agreement with the Sudbury Board of Health. Town Counsel Mark Lanza advised that the agreement was in good legal form.

A4. Approve Conservation Commission's Acceptance of Gift of Conservation Land at 138 Pelham Island Road from Nathan Newbury III and Sign Deed Brian Monahan, Conservation Administrator, appeared before the Board to discuss the gift of conservation land at 138 Pelham Island Road, noting it is adjacent to the Heard Farm conservation area. M. Lanza said that while the taking of the gift does not require a town meeting vote, there will be a town meeting vote to express the thanks of the town and to do a friendly taking to ensure the town's title. M. Antes moved, seconded by L. Anderson, to approve the Conservation Commission's acceptance of the gift of conservation land at 138 Pelham Island Road from Nathan Newbury III. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board thanked the Newbury family for its generosity to the town.

A5. Presentation of FY15 Audit by Melanson Heath in Joint Meeting with Audit Committee and Finance Committee The Board was joined by Finance Director Brian Keveny and Alina Korsak, Field Auditor for Melanson Heath for the Town of Wayland. The Finance Committee and Audit Committee were not available. B. Keveny said the FY15 financial report included the Comprehensive Annual Financial Report (CAFR), which provides information not previously made available. He thanked department heads for their cooperation in providing the information. A. Korsak provided a brief summary of the report. She noted the current year recommendations include re-establishing timely cash reconciliations and preparation for the new single audit requirement. She discussed the general fund balances, the unassigned fund balance, and the unrestricted net position, noting that the CAFR also includes special revenue funds, capital project funds, and permanent funds. The Board reviewed the report. A. Korsak said the auditor continues to recommend that the Treasurer's office be automated and integrated with the Finance Department. C. Karlson asked if there was a timing recommendation. B. Keveny said the automation required substantial pre-planning, and would most likely be a FY18 conversion. N. Balmer said there has been increased monitoring of the revolving funds. B. Keveny asked the Board to forward any edits to him, and the Board thanked Melanson Heath for its work.

A6. Presentation of Draft FY17 Budget by Finance Director; Vote on FY17 Expense Budgets for Departments under Board of Selectmen Brian Keveny, Finance Director, presented the draft budget for fiscal year 2017 for Board consideration. He reviewed revenues, consisting of property taxes, state aid, local receipts, free cash and transfers from other funds. He recommended the consistent use of free cash in order to sustain more predictable balances. He reviewed general fund expenditures. C. Karlson asked if the free cash number was more accurate; B. Keveny said yes, there is a more accurate projection of budgets and therefore less turnback. He noted a total increase in the general fund, not including schools, of 2.3%, which is \$825,092. He said the largest increases were in IT, retirement, and health insurance. Reductions were in non-contributory retirement, the treasurer's office, Minuteman, and debt service. He reviewed the variances by department under the Board of Selectmen. J. Nolan asked if the retirement figures should be reviewed; B. Keveny said they are consistent with what was anticipated. The Board reviewed the year-to-date budgets and the overtime expenses. C. Karlson noted that the Board needs to confirm the budgets under its jurisdiction to the Finance Committee by January 15, 2016.

A7. Update from Wayland Real Asset Planning (WRAP) Committee Anette Lewis, Wayland Real Asset Planning (WRAP) Committee, appeared before the Board to provide an update on the committee's progress. She said the committee hosted a forum of department heads and boards to discuss facility needs, formulated a list of standard points of discussion, assigned liaisons, and created a draft outline for a final report. C. Karlson said the biggest projects under consideration are a new library and a Council on Aging/Community

Center. She said there is a time constraint to the library project, noting that if they can't use the current site, they must have the rights to another parcel before submitting a grant application. A. Lewis said they are aware of it and are working with the library; she said there are other issues to consider, such as parking requirements and square footage needs. A. Lewis said the final report will not be comprehensive, due to time limitations and the inaccuracies in the land data base. L. Anderson asked how many land use needs were identified. A. Lewis said that in addition to the two projects under discussion, the Fire Department has requested the complete use of Station Two, which would require moving the Arts Center. J. Nolan asked about the need for sports fields; C. Karlson said that Recreation has not submitted anything. The Board asked about the town building. A. Lewis said they are waiting for input from the Facilities Director. A. Lewis asked if infrastructure is within the purview of the committee. The Board suggested preparing a framework for a thirty-year plan, identifying any project over \$500,000, for further review. The Board thanked the committee for its work and agreed to meet again for another update.

A8. Update on Minuteman and Potential Vote to Notify the Minuteman Regional School District of Wayland's Intent to Seek a Vote at a Special Town Meeting, to be Held on a Date in February 2016 yet to be Determined, and Any Proposed Amendments to the Regional Agreement, and Whether or Not to Withdraw from the District L. Anderson reviewed further changes to the proposed amendment to the Minuteman regional agreement, including withdrawal without capital liability, the elimination of the five-pupil minimum in the capital assessment formula, and no payment to the host community. She said the need to hold a Special Town Meeting in February remains the same. The Board discussed the remaining issues and the impact on the cost to the town. L. Anderson reviewed the bonding issue and the possibility of Minuteman called for a district-wide vote. She suggested that Special Counsel review the language of the amendment. J. Nolan asked for revised financials. L. Anderson said she is comfortable that Wayland students can still attend Minuteman School, as well as having the flexibility to attend other vocational schools. L. Anderson moved, seconded by J. Nolan, to notify the Minuteman Regional School District of Wayland's intent to seek a vote at a Special Town Meeting, to be held on a date in February, 2016, yet to be determined, on: (1) whether or not to approve any proposed amendments to the Regional Agreement; and (2) whether or not to withdraw from the District, pursuant to the initial withdrawal provisions of such proposed amendments. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board asked the Town Administrator to notify member towns of the Board vote.

A9. Potential Vote on Standard Annual Town Meeting Articles Customarily Sponsored by Board of Selectmen J. Nolan moved, seconded by M. Antes, to accept for inclusion in the 2016 Annual Town Meeting the following standard articles: Recognize Citizens and Employees for Particular Service to the Town, Pay Previous Fiscal Year Unpaid Bills, Current Year Transfers, Rescind Authorized but Unissued Debt, Accept Law Increasing Real Estate Tax Exemption Amounts, Hear Reports, Choose Town Officers, Accept Gifts of Land, and Sell or Trade Vehicles and Equipment, with revisions as necessary. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A10. Discuss Town Administrator's Recommendation on the Funding Plan for Recreation and Next Steps N. Balmer reviewed the actions taken by town management (the Town Administrator, the Finance Director, and the Recreation Director) to develop a plan to manage the Recreation revolving fund so as not to exceed the expense cap. She said the Recreation Director is going to try to limit participation in programs to the 2015 levels, report any emergency expenses to the Town Administrator, transfer to the turf maintenance fund receipts from prior years deposited into the revolving fund in error, and correct postings in FY16 to match revenues to expenses. The Finance Director will prepare a report at the end of every month to keep track of spending, and the Town Administrator will approve any transfers from the revolving fund to pay indirect costs. J. Nolan asked if the transfer of turf funds helps or exacerbates the revolving fund problem; N. Balmer said it has no impact. J. Nolan asked that the turf field number be verified. N. Balmer said she will ask Financial Analyst Beth Doucette to reconcile projections versus past history. She

recommended actions to take to allow some growth in programs while waiting for the legislature to increase the cap, such as creating a 53 F ½ enterprise fund or a 53D revolving fund for the beach. She also noted that the high revolving fund balance could be addressed by creating a special purpose stabilization fund for capital projects, and transferring prior year's field user fees to a special purpose stabilization fund. Finally, she suggested matching field user fees to appropriate field maintenance expenses to slow the growth of the fund, and offset the cost of maintenance. Board members questioned the need for the Town Administrator to manage the budget for the Recreation department, and suggested that the Recreation Commission prepare its own articles for Annual Town Meeting. N. Balmer said it would be helpful if the Board supported the articles. L. Anderson said the organization of the issues was very helpful. It was the consensus of the Board to support efforts to alleviate the Recreation Commission's financial issues for FY17. M. Antes said it should be explained that these are temporary measures until the state legislation is approved.

A11. Review Board of Selectmen Meeting Dates Through April 2016 The Board reviewed potential meeting dates through April 2016.

A12. Review and Approve Consent Calendar (See Separate Sheet) J. Nolan moved, seconded by L. Anderson, to approve the consent calendar. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A13. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence.

A14. Report of the Town Administrator N. Balmer reviewed a memorandum from Assistant Town Administrator/HR Director John Senchyshyn regarding a change to the West Suburban Health Group Agreement. M. Antes distributed a list of questions prepared by three housing boards and the Planning Board to be discussed at the meeting of the Housing Authority on December 17. N. Balmer reviewed a list of offices to be elected at the Annual Town Election in April. She said a Request for Information was sent to the bidders on the River's Edge project list, and she advised the Board that NStar sent a list of double poles in town that are ready to be removed.

A15. Selectmen's Reports and Concerns J. Nolan said there will be a meeting of the 495 Partnership tomorrow, and he asked the Board for a letter of endorsement. M. Antes reported on a meeting with Director of Assessing Ellen Brideau and the Housing Partnership regarding the hardship of the property taxes on affordable home owners. The Board discussed possible remedies and agreed to take up the matter after the first of the year. L. Anderson reported on a meeting with State Representative Carmine Gentile to update him on the Minuteman issue. C. Karlson described a meeting of the Council on Aging/Community Center Advisory Committee to review the Wayland Real Asset Planning (WRAP) Committee memo; she said most of the work involves the parcel of land, but the last step is the building, and they do not know yet if they will be ready for the Annual Town Meeting. She reminded residents that the Zoning Board of Appeals is looking for a member with engineering skills.

A16. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A17. Adjourn There being no further business before the Board, J. Nolan moved, seconded by M. Antes, to adjourn the meeting of the Board of Selectmen at 10:25 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of December 14, 2015

1. Map of 138 Pelham Island Road, Wayland
2. Handout from Rachel Bratt, Chair, Housing Partnership, December 14, 2015, re: Wayland Real Asset Planning (WRAP) Committee Questions
3. Email of 12/14/15 from Edward Bouquillon, Superintendent-Director, Minuteman High School, re: Amendments to the Regional Agreement

Items Included as Part of Agenda Packet for Discussion During the December 14, 2015 Board of Selectmen's Meeting

1. Memorandum of 12/10/15 from Brian J. Monahan, Conservation Administrator, to Board of Selectmen, re: Donation of Land to the Rear of 138 Pelham Island Road
2. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY15 Audit
3. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY17 Expenses Budgets under the Board of Selectmen
4. Charge of the Wayland Real Asset Planning (WRAP) Committee and Potential Outline of Topics for Report of Wayland Real Asset Planning (WRAP) Committee
5. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Minuteman Update and Next Steps
6. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Standard Articles for 2016 Annual Town Meeting
7. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Memo on Recreation Revolving Fund
8. Calendar of Potential Meeting Schedule for Board of Selectmen, January – April 2016
9. Town Administrator's Report for the Week Ending December 11, 2015



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BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
JOSEPH F. NOLAN

DRAFT

Board of Selectmen Meeting Minutes January 4, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. M. Antes said the Police Chief will be making a presentation at the Wayland Library on Tuesday, January 5, on the changes in policing over the last 100 years.

A2. Public Comment Mike Lowery, 120 Lakeshore Drive, expressed concern regarding the proposed zoning article for Annual Town Meeting, "Floor Area Ratio," noting that the bylaw would apply only to lots 10,000 square feet or less. He said the bylaw would burden families that could not expand their homes, lower market values, and make septic upgrades untenable. He urged the Board to consider the impact on homes in the Dudley Pond area. C. Karlson said the Planning Board articles have not yet been voted for inclusion.

A9. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve the consent calendar with the exception of item 2, which is mistakenly addressed to Sterling Architects instead of the Town of Wayland and will be corrected. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A10. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. C. Karlson noted that the Town Counsel had provided his qualifications for addressing zoning issues. M. Antes thanked the Board of Health for its presentation at the December League of Women Voters meeting. The Board discussed the potential need to accept a state law in regard to maintaining road conditions on private ways open to the public, and asked the Town Administrator to follow up. J. Nolan said the 495 Partnership is looking for municipal officials to serve on the 495/MetroWest Partnership Board.

A3. Annual Town Meeting Petitioners' Workshop C. Karlson opened the Annual Town Meeting Petitioners' Workshop at 7:16 p.m. The Board was joined by Town Counsel Mark Lanza. C. Karlson advised residents that there are online documents available to petitioners. Duane Galbi, 190 Stonebridge Road, asked for a copy of the revised Board policy regarding access to Town Counsel. Ellen Tohn, 5 Fields Lane, asked when articles had to be submitted; C. Karlson said Friday, January 15, 2016, by 4:30 p.m., and she reviewed the access to Town Counsel which is available to petitioners. Linda Segal, 9 Aqueduct Road, noted the date of Annual Town Meeting was incorrect in the tax bill insert. She asked if a petitioner can consult with Town Counsel before submitting an article; C. Karlson said yes. D. Galbi asked for clarification of the purpose of the petitioners' workshop; he said he would like to engage in a discussion of ideas with Town Counsel. C. Karlson said he should discuss his ideas in the workshop, and the Town Administrator would determine if further consultation with Town Counsel is warranted. D. Galbi said he never received a satisfactory response from the town regarding posted speed limits on Stonebridge Road, and that the state has not yet defined its interpretation of "densely settled." The Board advised him to continue to work

through the process in place. D. Galbi asked if there was a procedure for a resident to put a question on the ballot. M. Lanza said no; in order to do so, the town would need to either revise the Town Charter, or petition the state legislature to allow for the procedure. C. Karlson closed the Annual Town Meeting Petitioners' Workshop at 7:44 p.m.

A4. West Suburban Health Group: Discuss and Vote to Authorize Action by Human Resources Director on Proposed Bylaw Change The Board was joined by John Senchyshyn, Assistant Town Administrator/Human Resources Director, to review draft amendments to the West Suburban Health Group Enabling Act. He said the changes were brought about because four towns withdrew from the group, causing a financial shortfall. He said the changes include an amendment to the withdrawal process and the ability to hold a withdrawing member responsible for a portion of their run-out claims. J. Senchyshyn said he supports the changes to the agreement. He reviewed the votes of the other member towns, noting that a two-thirds vote is necessary to accept the proposed amendments. M. Antes moved, seconded by L. Anderson, to authorize John Senchyshyn to vote in favor of the proposed amendments to the West Suburban Health Group Agreement for joint negotiations and purchase of health and life coverages. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A5. FY17 Budget The Board discussed the two IT positions in the FY17 budget. J. Senchyshyn said the town is moving forward with the hiring of an IT Director. However, he said the Personnel Board felt that the funding for the second position of Business Systems Administrator should be put into salary reserve for hire later in the year and after the IT Director is hired. C. Karlson asked whether the IT Director position will be an in-house position or a consultant. J. Senchyshyn said a decision will be made after the candidates are interviewed. C. Karlson asked if money in the salary line item can be used for a consultant. J. Senchyshyn said no, but he expects to have the matter resolved before the budget goes to Town Meeting. In regard to the request for an additional police officer, J. Senchyshyn said the Personnel Board supports the position but is concerned about the budgetary constraints. It was the sense of the Board to forward its approval of the two new IT positions under the Board of Selectmen to the Finance Committee.

J. Nolan moved, seconded by L. Anderson, to submit to the Finance Committee the FY 17 operating expense budgets for Town Boards, officers, and committees under the Board's jurisdiction in compliance with Town Code Section 19-3. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A6. Annual Town Meeting 2016: Discussion of Potential Articles J. Nolan moved, seconded by M. Antes, to accept for inclusion in the 2016 Annual Town Meeting the article, "Compensation for Town Clerk." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board was joined by J. Senchyshyn and Police Chief Robert to review a potential article to withdraw from the Civil Service Special Act. J. Senchyshyn advised that the town may withdraw from civil service by ballot question, but the Personnel Board has recommended another option, which is to withdraw by a Town Meeting vote to petition the state legislature. Police Chief Robert Irving reviewed the difficulty of the civil service process, and the impact on the current staff. Jessica Green, Personnel Board, noted that the expense of the civil service process limits the field of applicants. M. Antes said civil service was passed for a reason, and we want to make sure we reach the same goals. Secondly, she suggested that there be an educational campaign to explain the issue to the community. The Board agreed to review the article at the next meeting. The Board was joined by Elisa Scola, Chair, Historical Commission, to review a proposed demolition delay bylaw. E. Scola said the bylaw has been revised to apply to homes over one hundred years old. The Board discussed the number of homes affected and the need to educate potential homebuyers. M. Antes suggested edits to the timelines and penalties. The Board was joined by Town Planner Sarkis Sarkisian to review the Planning Board articles. He provided a description of each article: Sidewalks in Commercial Districts, Landscaping: Parking Abutting Residential Property, Home Occupation: Definition,

Nonconforming Structures, Floor Area Ratio, Conservation Cluster Amendment, Building Height: Definition, Assisted/Independent Living Requirements, Sales of Used Autos: Accessory Use to Service Stations, and Accept Private Roads. He said the article regarding floor area ratio has created some controversy and may not be ready for town meeting.

The Board reviewed a revised list of articles, noting that there were potentially fifty articles. The Board asked the Town Administrator to ensure that all the articles are fully prepared to be voted at town meeting.

A7. February 2016 Special Town Meeting: Minuteman L. Anderson said the Minuteman School Committee approved a new revised agreement on December 21, 2015. She described the changes, and said the next step is to call a Special Town Meeting. She said all sixteen member towns have agreed to do the same. She confirmed that current students will be allowed to continue their enrollment until July 2017. She said the administration agreed to hold back on bonding the new buildings, and provided cost comparisons with other vocational schools. She said DESE (Department of Elementary and Secondary Education) has been consulted because they will have to approve the new agreement.

L. Anderson moved, seconded by J. Nolan, to open a Warrant for a Special Town Meeting to begin on Thursday, February 11, 2016, at 7:30 p.m. in the Wayland High School Auditorium, or, in case of inclement weather, on Tuesday, February 23, 2016, at 7:30 p.m. in the Wayland High School Auditorium. The warrant for said Special Town Meeting will be open from Tuesday, January 5, 2016, at 8:30 a.m., through Monday, January 11, 2016, at 4:30 p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Selectmen's Office in the Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30 p.m. on Monday, January 11, 2016. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

L. Anderson moved, seconded by M. Antes, to accept for inclusion in the February 2016 Special Town Meeting an article to amend the Minuteman Regional School District Agreement, and an article providing for the withdrawal of the Town of Wayland from the Minuteman School District. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. C. Karlson requested that petitioners postpone their articles until the April 2016 Annual Town Meeting. The Board reviewed the timetable to Special Town Meeting.

A8. Town Administrator's Employment Contract: Discussion of Evaluation and Salary, and Vote on Annual Salary Effective September 8, 2015 M. Antes moved, seconded by J. Nolan, to set the salary of the Town Administrator at \$143,500, effective September 8, 2015, as allowed by the Town Administrator's Contract dated August 25, 2014. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A11. Report of the Town Administrator N. Balmer reported on conversations with the Chair of the Board of Library Trustees about the wastewater needs of the proposed library project. She said the Trustees would like to purchase additional wastewater capacity, and given that the Town Building has too much capacity, she write a letter to the Wastewater Management District Commission releasing a portion of the Town Building's 3,000 gallons per day and have it assigned to the library. She said the Board of Library Trustees is also considering an article for Annual Town Meeting that will transfer the land on 193-195 Main Street to them; she said there is a need to clarify what is necessary for the grant application. Mike Lowery, Board of Public Works, suggested that Town Meeting could vote to transfer the land "at such time as is necessary." N. Balmer said the Board of Library Trustees will come before the Board next week to request that the Board authorize a written opinion from Town Counsel to confirm Library ownership of the 5 Concord Road property. M. Antes presented a revised draft sign policy; the Board considered soliciting input from the community, the

Planning Board, and the Board of Public Works. M. Lowery said the only concern of the Board of Public Works is the right-of-way access and the size of the signs, due to public safety concerns. N. Balmer said the new Human Resources Assistant Katelyn O'Brien will be putting together a social media policy. J. Nolan said he would like to implement a public information process that includes the town's positions; for example, quarterly reports or a monthly town manager's report. N. Balmer attached the response of the Housing Partnership to the Wayland Real Asset Planning (WRAP) Committee survey. She reviewed possible changes to the Recreation Revolving Fund to maintain spending under the cap, reduce the fund balance, and bring the town into compliance with municipal finance requirements. C. Karlson said the Recreation Commission must vote to submit its articles.

A12. Selectmen's Reports and Concerns M. Antes distributed a presentation on gas leaks and requested that the Board consider signing a resolution of support at its next meeting. C. Karlson asked that the OPEB issue be addressed at the next meeting, with the Town Counsel in attendance. The Board reviewed the remainder of the January schedule.

A13. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A14. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:03 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of January 4, 2015

1. Map of 138 Pelham Island Road, Wayland
2. Handout from Rachel Bratt, Chair, Housing Partnership, December 14, 2015, re: Wayland Real Asset Planning (WRAP) Committee Questions
3. Email of 12/14/15 from Edward Bouquillon, Superintendent-Director, Minuteman High School, re: Amendments to the Regional Agreement
4. Powerpoint Presentation on Gas Leaks from the Sierra Club

Items Included as Part of Agenda Packet for Discussion During the January 4, 2015 Board of Selectmen's Meeting

1. Memorandum of 12/10/15 from Brian J. Monahan, Conservation Administrator, to Board of Selectmen, re: Donation of Land to the Rear of 138 Pelham Island Road
2. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY15 Audit
3. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY17 Expenses Budgets under the Board of Selectmen
4. Charge of the Wayland Real Asset Planning (WRAP) Committee and Potential Outline of Topics for Report of Wayland Real Asset Planning (WRAP) Committee
5. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Minuteman Update and Next Steps
6. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Standard Articles for 2016 Annual Town Meeting
7. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Memo on Recreation Revolving Fund
8. Calendar of Potential Meeting Schedule for Board of Selectmen, January – April 2016
9. Town Administrator's Report for the Week Ending December 11, 2015



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BOARD OF SELECTMEN

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JOSEPH F. NOLAN

DRAFT

Board of Selectmen Meeting Minutes January 27, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan

Also Present: Town Administrator Nan Balmer, Executive Assistant MaryAnn DiNapoli

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 12:00 p.m. in the Selectmen's Meeting Room of the Wayland Town Building.

A2. Public Comment There was no public comment.

A3. Vote to Sign Warrant for February 2016 Special Town Meeting M. Antes moved, seconded by J. Nolan, to sign the warrant for the February 2016 Special Town Meeting. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. L. Anderson thanked the staff for the preparation of the meeting with such short notice.

A4. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any M. Antes reported on a meeting of the MetroWest Area Planning Council (MAPC) earlier in the day. She said the MAPC agreed to move forward with the MAGIC (Minuteman Advisory Group on Interlocal Coordination) model, but has not yet established the assessments. The Chair stated that there were no further topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

A5. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 12:03 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of January 27, 2016

1. Warrants for the February 11, 2016, Special Town Meeting



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BOARD OF SELECTMEN

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DRAFT

Board of Selectmen Meeting Minutes February 11, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 6:45 p.m. in the Auditorium of the Wayland Middle School. C. Karlson reviewed the agenda.

A2. Public Comment There was no public comment.

A3. Vote Dates and Times for Subsequent Nights of April 2016 Annual Town Meeting The Board discussed the Annual Town Meeting schedule for the second through fifth days of Annual Town Meeting, and agreed that a 7:00 p.m. start time for these days, and an additional Sunday session at 1:00 p.m., would be efficient and cost effective. C. Karlson noted for the record that J. Nolan agreed there should be a Sunday afternoon meeting and believed the schedule would have a minimal impact on youth sports as it would be early in the season. The Board also reviewed the costs of holding a meeting date after the school vacation week; the additional cost was estimated at \$10,500 for electronic voting, chair rental and set up

L. Anderson moved, seconded by M. Antes, to approve the following schedule for the April 2016 Annual Town Meeting:

1. Thursday April 7, 2016 7:30 pm
2. Sunday April 10, 2016 1:00 pm
3. Monday April 11, 2016 7:00 pm
4. Tuesday April 12, 2016 7:00 pm
5. Thursday April 14, 2016 7:00 pm

YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 3-0.

A4. Vote to Appoint Special Counsel for Mainstone Conservation Restriction The Town Administrator said she received résumés from several candidates to serve as Special Counsel to represent the town through the Conservation Commission in the preparation of a conservation restriction for Mainstone Farm. She said Sherre Greenbaum, Conservation Commission Chair, reviewed the résumés and interviewed Attorney Elizabeth Wroblicka of Etheredge and Steuer, of Northampton, Massachusetts, and checked references. Special Counsel will represent the Town. The Sudbury Valley Trust is also a party to the conservation restriction and will have separate counsel.

M. Antes moved, seconded by L. Anderson, to appoint Elizabeth Wroblicka as Special Counsel to the Conservation Commission to assist with the preparation of the Mainstone Conservation Restriction at an

hourly rate of \$180, for a total cost not to exceed \$5,000, funded by the Community Preservation. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 3-0.

A5. Discuss Special Town Meeting Articles There was no further discussion of Special Town Meeting articles.

A6. Selectmen's Reports and Concerns There were no Selectmen's reports or concerns.

A7. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A8. Adjourn and Reconvene to Join Special Town Meeting There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 7:00 p.m. and reconvene to attend the Special Town Meeting. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 3-0.

Items Included as Part of Agenda Packet for Discussion During the February 11, 2016, Board of Selectmen's Meeting

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of February 11, 2016

1. None



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BOARD OF SELECTMEN

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DRAFT

Board of Selectmen Meeting Minutes February 16, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:10 p.m. in the Large Hearing Room of the Wayland Town Building. C. Karlson reviewed the agenda.

A2. Attend Finance Committee Presentation on its Recommended General Omnibus Budget for the Fiscal Year 2017 The Board attended the Finance Committee presentation on the General Omnibus Budget for the Fiscal Year 2017.

A3. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A4. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 7:52 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Included as Part of Agenda Packet for Discussion During the February 16, 2016, Board of Selectmen's Meeting

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of February 16, 2016

1. None



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
JOSEPH F. NOLAN

DRAFT

Board of Selectmen Meeting Minutes February 26, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan

Also Present: Town Administrator Nan Balmer, Executive Assistant MaryAnn DiNapoli

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 11:03 a.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. L. Anderson reported that all sixteen member communities of the Minuteman Regional Vocational School have voted to approve the new agreement, and six communities have voted to withdraw. C. Karlson noted that the Presidential Primary Election is Tuesday, March 1.

A2. Public Comment Gretchen Schuler, 126 Old Connecticut Path, and member of the Wayland Real Asset Planning (WRAP) Committee, requested that the Board review the committee report later in the meeting. Tom Sciacca, 31 Rolling Lane, expressed concern that the conservation issues at the Town Center municipal pad are being minimized. Jay Sherry, 18 Pine Needle Road, and former member of the OPEB Advisory Committee, said the OPEB article needs to be revised to make technical and legal changes, and said in the interest of time, the article should be included in the 2016 Annual Town Meeting. Jean Milburn, 281 Concord Road, and member of the Council on Aging/Community Center Advisory Committee, said an alternative site analysis is being done for the proposed project, and should be complete before the March meeting of the Conservation Commission.

A3. Discussion of Annual Town Meeting Articles; Potential Vote to Withdraw Articles Including but not Limited to:

Article W: Demolition Delay C. Karlson said the Historical Commission has agreed to withdraw this article and hold it for the Fall Special Town Meeting.

C. Karlson moved, seconded by M. Antes, to re-open the discussion on Article B, "Pay Previous Fiscal Year Unpaid Bills," and Article C, "Current Year Transfers." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. C. Karlson noted that there were additional septage expenses to consider. C. Karlson moved, seconded by M. Antes, to support Article C, "Current Year Transfers." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. C. Karlson moved, seconded by L. Anderson, to take no position on Article B, "Pay Previous Fiscal Year Unpaid Bills." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Article BB: Five Path Project C. Karlson said the Board of Public Works needs to bid both intersections together (includes East Plain Street/Route 30 intersection) for an economy of scale, and both are ready to begin construction. In addition, both the Police Chief and the Fire Chief are supportive of the article, due to the overrides that will be installed on the signaling.

Article Q: Civil Service C. Karlson suggested that this article be pulled in the interest of time, and not for a lack of support. M. Antes also noted there may be changes at the state level, providing another reason to delay the article. J. Nolan moved, seconded by L. Anderson, to withdraw Article Q from the 2016 Annual Town Meeting, only in the interest of reducing the time of the Annual Town Meeting, and with the understanding that the Board voted unanimously to support the article on the recommendation of the Police Chief, the Assistant Town Administrator/Human Resources Director, and the Personnel Board. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Article O: Fund Council on Aging/Community Center Design C. Karlson said that the Wayland Real Asset Planning (WRAP) Committee recommends deferral of this article to a future meeting. Gretchen Schuler, WRAP, said she is aware of the difficulty this poses, but doesn't feel that the site has been properly assessed in regard to the needs of the town as a whole. She said the committee treated the library site differently because there is state grant money and timelines at stake. Anette Lewis, WRAP, said the committee was concerned about the ability to expand the proposed Council on Aging/Community Center Design in the future, given the size of the land. J. Milburn, member of the Economic Development Committee, said she believes there are opportunities for expansion, and it is economically advantageous, as well as convenient, to bring a community center to a commercial center. The Board discussed the impact of a delay, the loss of momentum, and the need for a community The Board agreed not to withdraw the article.

Article R: OPEB Special Act C. Karlson recommended that this article be held until the Fall Special Town Meeting. It was the consensus of the Board that further discussion and refinement of the language would be preferable, and time is not critical. J. Nolan moved, seconded by M. Antes, to withdraw Article R, to petition the legislature for an OPEB Special Act, and bring it back in for the Fall Special Town Meeting. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Article V: Hydrants C. Karlson said this article is marked for an abbreviated process and should not create a time issue. The Board agreed to leave this article in the Annual Town Meeting.

Article HH: Recreation Projects The Board postponed discussion of this article until its meeting on February 29.

Article Z: Library – Wastewater C. Karlson said the issue of concern regarding this article is the allocation of wastewater capacity, which staff is currently reviewing. She said there is an option to provide the wastewater capacity to the Board of Selectmen, with the cooperation of the Board of Library Trustees, to allow the Board to allocate the capacity with more flexibility. The Board requested a meeting with the Board of Library Trustees at its next meeting.

A4. Vote to Order Articles The Board reviewed a draft order of articles for Annual Town Meeting. It was the sense of the Board to accept the order of articles as presented, and to allow the Chair and Town Administrator to make any changes as necessary. The Board thanked the boards and committees for their cooperation in limiting the articles for this town meeting.

A5. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A6. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 1:04 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of February 26, 2016

1. Public Comment, Jay Sherry, to Board of Selectmen, re: OPEB Article for 2016 Annual Town Meeting
2. Memorandum of 2/26/2016 from the Wayland Real Asset Planning (WRAP) Committee to Board of Selectmen re: ATM 2016 Articles
3. Revised Article from Recreation Commission, Field Renovations and 193/195 Main Street Feasibility Study
4. Draft Order of Articles for 2016 Annual Town Meeting

Items Included as Part of Agenda Packet for Discussion During the February 26, 2016 Board of Selectmen's Meeting

1. List of Articles for 2016 Annual Town Meeting
2. Article O: Council on Aging/Community Center Funding
3. Article R: OPEB Comments
4. Article HH: Recreation Projects



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BOARD OF SELECTMEN

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BOARD OF SELECTMEN

Monday, March 28, 2016

Wayland Town Building

Large Hearing Room

CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Placement of Four Temporary Sandwich Board Signs for the Youth Fishing Derby at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street, from April 18-25, 2016
3. Vote the Question of Approving the Placement of One Temporary Sandwich Board Sign for the Red Barn Nursery School Open House at Route 20 at the Intersection of Route 27 from April 28-May 7, 2016
4. Vote the Question of Approving the Placement of Two Temporary Portable Metal Sandwich Board Style Signs for the Friends of the Wayland Public Library at Route 20 at the Weston Town Line, and Route 20 at the Intersection of Routes 27 and 126 from April 16-May 1, 2016

DiNapoli, MaryAnn

From: Baldwin, Christine
Sent: Monday, March 21, 2016 1:17 PM
To: DiNapoli, MaryAnn
Subject: Youth Fishing Derby - Sandwich Board Signs

Hi MaryAnn,

Tom Antonellis would like to use the sandwich board signs during the week of April 18, please. Fishing Derby info below. Thanks for your help on this. Let me know if you need any other info.

YOUTH FISHING DERBY

April 30, 2016 - Mill Pond, Wayland

8:00 AM to 10:00 AM

Rain or Shine

*Organized and sponsored by **CARPENTRY by TOM ANTONELLIS** with support from many local businesses*

- *OPEN TO ALL WAYLAND CHILDREN UP TO GRADE 8**
- *BRING YOUR OWN GEAR AND BAIT**
- *COFFEE, DONUTS, HOT COCOA AND MORE**
- *POND STOCKED WITH MANY TROUT and TWO "SPECIAL FISH"**
- *NO ENTRY FEE TO FISH**
- *RIBBONS FOR ALL CHILDREN**
- *RAFFLE FOR ADULTS AND CHILDREN**

ALL PROCEEDS FROM THE CONCESSION WILL BE DONATED TO VERNON CANCER CENTER - NEWTON WELLESLEY HOSPITAL

Christine Baldwin

Wayland Recreation Department
41 Cochituate Road
Wayland, MA 01778
Phone (508) 358-3660
Fax (508) 358-3665

waylandrec.com

Find us on Facebook - [Wayland Recreation/Wayland Town Beach](#)

Register Online for Programs [here](#)

DiNapoli, MaryAnn

From: Kerri Majors <kerri.majors@gmail.com>
Sent: Tuesday, March 22, 2016 2:47 PM
To: DiNapoli, MaryAnn
Subject: Sandwich Board Request_Re: Sandwich Board Request

Hello MaryAnn,

I hope you are well! Red Barn Nursery School would like to do one more sandwich board this academic year, for an Open House in the spring. I am writing to request permission for this from the Selectmen.

Picnic Open House. Friday, May 7 from 12:30-2:30pm

Red Barn is a cooperative preschool in Weston, MA, and Wayland families have long been a significant part of our community.

We request to place a sandwich board from April 28 through May 7, at the corner of Rt. 20 and 27.

Thanks so much for your consideration, and I look forward to hearing from the Selectman regarding this request.

Best,
Kerri Majors
209-992-9840
kerri.majors@gmail.com
Marketing Chair, Red Barn Nursery School

On Oct 15, 2015, at 8:56 AM, Kerri <kerri.majors@gmail.com> wrote:

Thanks so much, MaryAnn! Sorry for this delayed reply. I will be putting it out today.

Kerri

On Sep 22, 2015, at 3:38 PM, DiNapoli, MaryAnn <MDiNapoli@wayland.ma.us> wrote:

Kerri, your request for the placement of a temporary sandwich board sign has been approved. The sign may be placed at the Town Center (corner of Routes 20 and 27) from October 15-23, 2015.

Please keep in mind the following guidelines when displaying a temporary sign. The sandwich board must be secured firmly. High winds have a tendency to displace temporary signboards causing a hazard to public safety. The temporary sign shall not obstruct any other signs or create any public safety hazard. We assume no liability for any damage to the sign.

The Board wishes you every success with your Annual Fall Open House.

DiNapoli, MaryAnn

From: S&S Cartwright <cartwrights@comcast.net>
Sent: Tuesday, March 22, 2016 4:11 PM
To: DiNapoli, MaryAnn
Subject: Sign Request-Friends of the WPLibrary

Dear MaryAnne,

The Friends of the Wayland Public Library request permission to place two portable signboards at two locations in town from April 16th, through our Spring Book & Bake Sale, ending May 1st. These signs promote our Spring Book & Bake Sale, April 29 – May 1. Proceeds from the sale and membership dues are the major source of funds for Friends programs for the Library.

We would like the signs to be seen at the Five Paths intersection and the Route 20 and Old Connecticut Path intersection. These are small (2.5' by 4'), portable, metal-framed signs that we would place ourselves.

Thank you for your consideration of our request.

Sally Cartwright, for the Friends of the Wayland Public Library

508-653-2642

cartwrights@comcast.net



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**LIST OF PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM MARCH 18, 2016,
THROUGH AND INCLUDING MARCH 24, 2016,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR MARCH 28, 2016**

Items Distributed To the Board of Selectmen – March 18-24, 2016

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the
Meeting of March 21, 2016**

1. Email of 3/5/16 from Fred Knight, Wastewater Management District Commission, to Nan Balmer, Town Administrator, re: Wastewater Documents on February 22, 2016 Meeting
2. Email of 3/10/16 from George Harris to Board of Selectmen re: Open Meeting Law Complaint
3. PowerPoint Presentation from Energy Initiatives Advisory Committee, Wayland Streetlighting, Preliminary Discussion of LED Retrofit Opportunity

**Items Included as Part of Agenda Packet for Discussion During the March 28, 2016,
Board of Selectmen's Meeting**

1. Motions for 2016 Annual Town Meeting
2. Town Administrator's Report for the Week Ending March 25, 2016



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BOARD OF SELECTMEN

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JOSEPH F. NOLAN

BOARD OF SELECTMEN

Monday, March 28, 2016

Wayland Town Building

Large Hearing Room

CORRESPONDENCE

Selectmen

1. Public Comment, 39-45 Waltham Road
2. Email of 3/22/16 from Nan Balmer, Town Administrator, to Wayland Community Privacy Initiative, re: Update on Data Security and Privacy in Wayland

Conservation Commission

3. Order of Conditions and Chapter 194 Permit, 3/22/16, from Brian Monahan, Conservation Administrator, re: 24 Claypit Hill Road
4. Order of Conditions and Chapter 194 Permit, 3/23/16, from Brian Monahan, Conservation Administrator, re: Dudley Pond Aquatic Plan Management Program

Minutes

5. Council on Aging/Community Center Advisory Committee, December 3, 2015, February 11, 2016, February 29, 2016, and March 10, 2016
6. Finance Committee, February 22, 2016, February 25, 2016
7. Personnel Board, February 29, 2016
8. Board of Public Works, March 8, 2016
9. Wayland Real Asset Planning (WRAP) Committee, February 12, 2016



5 Appletree Lane
Wayland MA 01778

March 22nd, 2016

Ms. Nan Balmer
Town Administrator
Town of Wayland
41 Cochituate Road
Wayland MA 01778

Dear Ms. Balmer,

Re: 39-45 Waltham Road, Wayland

I am writing to you in connection with the Carroll School's intended purchase of the above property. As an abutter of this property I am extremely disappointed to learn of the intention to change the use of the land to athletic fields. Not only will my personal enjoyment of what is currently a bucolic outlook across open fields to woodland be destroyed, but this change of use will have a negative impact on the quality of life and property values of all residents in what is currently a purely residential area.

As the plans have not yet been made public, I can only surmise the potential impacts on residents in this area. I am hereby requesting the results of the Town's impact analysis, mitigation plans and intended restrictions, particularly as it relates to:-

- The activities that will be catered for.
- Restrictions on use by the School, commercial renters and the public.
- Permitted times of use (hours of the day, days of the week and weeks of the year) and enforcement thereof.
- Increased traffic volumes in the area and consequential traffic management strategies.
- Parking strategies for School users, visitors, renters and the public, and enforcement thereof.
- School bus and private car pickup and drop-off facilities for students, visiting teams and other users of the proposed facilities.
- The safety and security implications of additional visitors and traffic flow in the neighborhood.

- Control of the noise, light and litter pollution emanating from the facilities, and enforcement thereof.
- The impact on the flora and fauna of the meadowland on the property, the nearby wetlands and woodlands and the surrounding conservation land.
- Restrictions on changes to the character of the buildings on the property, particularly the historic barn.
- Restrictions on development as it relates to buildings, paved areas, fences and all other permanent and temporary structures.
- The cost to the taxpayers of Wayland of necessary upgrades to junction layouts, signage, road surfaces, etc. in the nearby area.
- The ongoing financial impact to the taxpayers of Wayland, given the loss of property tax revenue on the property, reduced assessments on nearby properties, the increased maintenance costs of roadways and verges in the area, the potential liability to claims by users of the facilities and neighboring property owners who suffer damage caused by users of the facilities, etc.
- What specific policies relating to behavior and conduct whilst visiting the property will the Town require the school to enforce? How will the School and the Town enforce these policies, will there be school personnel on site during every instance of use?
- Will the Town insist on a legally enforceable agreement holding the school accountable for all visitors (from the school, those renting the facilities from the school and the general public) to protect residents from nuisance such as, but not limited to noise, litter, inconsiderate parking, property damage whether by accident or vandalism, trespass?
- What nuisances does the Town consider noteworthy and/or enforceable by such an agreement?

I would very much appreciate hearing the Town's point of view on this purchase, and whether it considers the change of use an acceptable one. In particular I am looking for the Town's view on its responsibilities to residents to ensure the diminishment of our quality of life and property values due to developments such as this are minimized.

Sincerely



Andrew Cooper

2

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, March 22, 2016 9:57 AM
To: DiNapoli, MaryAnn
Subject: Correspondence

From: Balmer, Nan [mailto:nbalmer@wayland.ma.us]
Sent: Tuesday, March 22, 2016 9:45 AM
To: WCPI <waylandcpi@verizon.net>
Cc: Karlson, Cherry <ckarlson@wayland.ma.us>; Nancy Funkhouser <nancyfunkhouser@verizon.net>; Ellen Grieco <ellen_grieco@wayland.k12.ma.us>; Lea@Anderson.name; Dave Watkins <davidvwatkins@gmail.com>; Stein, Paul <paul_stein@wayland.k12.ma.us>; Doucette, Elizabeth <edoucette@wayland.ma.us>; Leisha Simon (lsimon@wayland.k12.ma.us) <lsimon@wayland.k12.ma.us>; Mark Hays <markallenhays@gmail.com>
Subject: RE: Update on Data Security and Privacy in Wayland

Dear Aina and Team,

Thank you for your inquiry. Your question requires a technical response which I am not equipped to provide.

As you may know, the Town is in the process of hiring an IT Executive Director who will be responsible for the shared part of the town / school system (data center) including security and for the town's IT system and business applications. The School IT Director will remain responsible for the school IT system including endpoint security. After the new town position is filled and he or she has time to meet with consultants, make assessments and develop a collaboration with the School IT Director, the IT Executive Director and School IT Director will provide you with more information.

Please know that we worked hard over 15 months to move toward a sound IT system that will benefit the town and schools. As you may know, considerable new resources are requested from Town Meeting. A review of this request can be found at http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/ITFY17Budget.pdf

Clearly, I cannot personally respond to your question or any other technical IT questions. Although the town could pay an IT consultant to answer you and your colleagues, my preference is to conserve these resources and work toward the development of an IT organization that is effective and security oriented.

Nan

From: WCPI [waylandcpi@verizon.net]
Sent: Monday, March 21, 2016 6:42 PM
To: Balmer, Nan
Cc: Karlson, Cherry; Nancy Funkhouser; Ellen Grieco; Lea@Anderson.name; Dave Watkins; Stein, Paul; Doucette, Elizabeth; Leisha Simon (lsimon@wayland.k12.ma.us); Mark Hays
Subject: Update on Data Security and Privacy in Wayland We Dear Nan and Team,

Please help me understand what makes Wayland residents and students data more secure now than it was in 2015.

Mark's stream of recommendations and questions via email indicate that our Wayland residents and students data is still not getting the high end security the data needs to remain private. In its report RSM provided a graph of where the town is on data security and back in 2015 Wayland was at level #2 out of 5 levels.

Where is Wayland Town today March 21, 2016?

If we apply the same RSM graph to the district, at what level of data security would the district be right now?

Thank you for your kind reply.

Best,
Aina Lagor
Wayland Computer Privacy Initiative



3

TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

March 22, 2016

Giulio & Laurin Panzano
24 Claypit Hill Road
Wayland, MA 01778

RE: Order of Conditions and Chapter 194 Permit for 24 Claypit Hill Road, Wayland (DEP File 322-857)

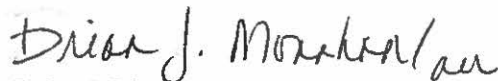
Dear Mr. and Mrs. Panzano:

Enclosed please find the original Chapter 194 Permit and Order of Conditions, including Attachment A, for the home construction project, including a material staging area, at 24 Claypit Hill Road, Wayland. **You are responsible for meeting all the conditions of both the Order of Conditions and the Chapter 194 Permit.** The Order and Permit must both be filed at the Middlesex South Registry of Deeds. Thereafter, evidence of the recording must be submitted to the Commission prior to commencing work.

Written notice must be submitted to the Conservation Commission not less than two or more than five business days prior to the commencement of the work permitted by these decisions. All submissions must refer to the DEP file number and condition or conditions, which the submission is intended to address.

Please note that any modification of your plans must be reported to the Commission and may necessitate either an amendment to the Order of Conditions or the submission of a new Notice of Intent. If you have any questions, please call 508-358-3669.

Sincerely,


Brian J. Monahan
Conservation Administrator

Enc. (2 Original Decisions)

cc: Town Clerk w/enc.
DEP NERO w/enc.
Building Commissioner w/enc.
Goddard Consulting LLC w/enc.
Board of Selectmen
Board of Health
Planning Board
Town Assessor
Abutters
File



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

RECEIVED 4

MAR 24 2016

Board of Selectmen
Town of Wayland

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

March 23, 2016

Mike Lowery
Wayland Surface Water Quality Committee
41 Cochituate Road
Wayland, MA 01778

RE: Order of Conditions and Chapter 194 Permit for Dudley Pond Aquatic Plant Management Program,
Wayland (DEP File 322-859)

Dear Mr. Lowery:

Enclosed please find the original Chapter 194 Permit and Order of Conditions, including Attachment A, for the Aquatic Plant Management Program project at Dudley Pond Wayland. **You are responsible for meeting all the conditions of both the Order of Conditions and the Chapter 194 Permit.** The Order and Permit must both be filed at the Middlesex South Registry of Deeds. Thereafter, evidence of the recording must be submitted to the Commission prior to commencing work.

Written notice must be submitted to the Conservation Commission not less than two or more than five business days prior to the commencement of the work permitted by these decisions. All submissions must refer to the DEP file number and condition or conditions, which the submission is intended to address.

Please note that any modification of your plans must be reported to the Commission and may necessitate either an amendment to the Order of Conditions or the submission of a new Notice of Intent. If you have any questions, please call 508-358-3669.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enc. (2 Original Decisions)

cc: Town Clerk w/enc.
DEP NERO w/enc.
Building Commissioner w/enc.
Nan Balmer, Town Administrator w/enc.
Board of Selectmen
Board of Health
Planning Board
Town Assessor
Abutters
File



Town of Wayland Massachusetts

Members:

- Steve Correia,
- Mark Foreman
- Marylynn Gentry
- Carol Glick
- Frank Krasin
- Jean Milburn, Co-Chair
- William Sterling, Co-Chair

Council on Aging/Community Center Advisory Committee (“CoA/CCAC”)

Minutes: December 3, 2015

In attendance: Mark Foreman, Frank Krasin, Carol Glick, Jean Milburn and William Sterling. Also in attendance was Ben Keefe.

Absent: Marylynn Gentry and Steve Correia

The meeting was called to order, when a quorum was present, at 7:50 PM.

- (1) Public Comment: None
- (2) Review draft RFQ for programming services and separate RFQ for engineering services: Ben Keefe presented a draft Request for Services, revision of a draft RFQ prepared by Bill Sterling. Ben stated that we just need 3 written quotes, not sealed bids, as long as the bids are not tied to any specific site or building. The quotes must contain a technical proposal and a fee proposal and must be from a person with a relevant Mass. professional license.

The Committee discussed the draft RFQ and suggested that the Request for Services be changed to clarify that the proposal cannot exceed \$10,000 and that the consultant will be refining and updating prior studies regarding the Recreation Department’s and Senior Center’s programming needs; and also to specify that prior programming studies will be made available to the consultants, that sports fields are not to be considered as part of the programming needs, and that the Committee will provide the consultant with the needs of the Historical Commission and Veterans Administration. The Committee also decided that only one community meeting for public input should be necessary. After further discussion regarding timelines for Town Meeting, it was decided to change the date for completion of the work to March 1st. Ben edited the draft RFQ based on the Committee’s comments. Bill moved to accept the revised draft RFQ as amended and Mark seconded. The Committee voted unanimously to accept the revised request for services. Ben will now call companies to submit proposals until he finds 4 companies that are interested. Suggestions were made as to possible firms with relevant experience to contact.

- (3) WRAP response & discussion: Jean reported that she has spoken to Bill Steinberg, who communicated to her that they want an abbreviated response to WRAP. WRAP will develop a set of questions to answer. Jean presented her draft Response to WRAP for comments, explaining that she started out with the relevant regulations, including Council on Aging legislation and HIPAA, to demonstrate the need for privacy, etc. Bill stated that the Council on Aging and Rec. Dept. also got WRAP requests, and Jean said she will communicate to them the need to share information. Committee members were asked to submit to Jean additional data to be included in the WRAP response and Jean will update the WRAP response for next meeting.
- (4) Review preparation of Warrant for spring Town Meeting: Bill stated that we need a generic placeholder warrant. We need a warrant seeking Town Meeting approval to hire a design firm to develop design plans for a senior/community center. It was discussed whether to propose a two stage renovation of the current building at this spring's Town Meeting, so that, the building could be renovated for immediate use and then we would present at next year's spring Town Meeting a proposal for additional work, including a possible addition to the building, to address all of the programming needs. It was suggested that a two stage approach is warranted because the Council on Aging currently has such limited space, but it was ultimately decided not to go with that two-stage approach, but instead to seek only funding for design plans at this spring's Town Meeting and to come back next year with the design plans and then seek funding for the renovation and construction. Bill will draft a proposed Warrant article to be discussed at the next meeting.
- (5) Review of Testa report and invoice: Mark noticed a mistake in the report. Bill will have them redraft it and will hold the invoice.
- (6) Topics not reasonably anticipated by the Co-Chairs: Bill brought up that our project has been assigned to the Permit Municipal Building Committee ("PMBC"), and that we need to assign 2 committee members to be on the PMBC, who must then be appointed by the Board of Selectmen. It was explained that Ben presents building projects to the PMBC and that a quorum of 4 PMBC members are needed for each project. Bill nominated himself and Mark to be on the PMBC. Frank seconded, and the Committee voted unanimously to nominate Bill and Marc to be appointed to the PMBC.

It was also discussed that we need to get the RFQ out for engineering services, and need to hire an OPM to complete open items, including PCB testing, site drainage, flood and groundwater issues, so that we can then go to the Conservation Commission and Board of Health to demonstrate that all issues have been addressed.

- (7) Establish date/time of for next meeting: Next meeting will be December 10, 2015 at 7 PM.
- (8) The meeting was adjourned at approximately 9:40 PM.

Handouts: Draft Request for Programming Services
 Amended Draft Request for Programming Services
 Draft Response to WRAP Questions
 Testa Engineering Report & Invoice

Respectfully submitted: Carol Glick



Town of Wayland Massachusetts

Community Center Advisory Committee

Steve Correia,
Mark Foreman
Marylynn Gentry
Carol Glick
Frank Krasin,
Jean Milburn, Co-Chair
William Sterling, Co-Chair

Community Center Advisory Committee (CCAC)

Minutes: February 11, 2016

In attendance: Steve Correia, Frank Krasin, Mark Foreman, Bill Sterling and Marylynn Gentry.
Also in attendance was COA Director Julie Secord. Not present: Carol Glick

The meeting was called to order at 7:15 when a quorum was established. Meeting took place at the Wayland Middle School auditorium before Special Town Meeting.

1. There was no public comment
2. Bill updated the committee on the informal meeting held with the Conservation Committee. We discussed some of the issues raised on size and location of our various proposals. He discussed how he has been working with Tighe and Bond to fully understand options on the site.
3. Bill then presented a new layout of a building called CCAC Plan F. It took into account many of the Conservation Commission's issues and addressed most of the parking requirements needed for the new building proposal. We debated the actual size of the annex off the original building and the program requirements that supported the full 21,000 sq.ft. It was voted 6-0 to submit the new plan to ConCom.

Adjournment: At approximately 7:35 PM, a motion was made and seconded to adjourn. The vote was unanimous.

Handout: CCAC Plan F

Respectfully submitted: Steve Correia

COUNCIL ON AGING/COMMUNITY CENTER ADVISORY COMMITTEE
MEETING MINUTES OF February 29 , 2016

MEMBERS PRESENT

Marylynn Gentry
BILL STERLING(Co-Chair)
Carol Glick
Steve Correla
Frank Krasin

MEMBERS ABSENT

Jean Milburn(Co-Chair)
Mark Foreman

In attendance: Julie Secord , Council on Aging Director
Ben Keefe , Wayland Public Buildings Director

MEETING COMMENCED AT 7:00PM

There was no public comment .

There were no meeting notes available to accept .

Bill S. indicated that our warrant article went through one last iteration. The effect of the Warrant on taxes was discussed .

A prolonged discussion continued regarding the Warrant Article.

Steve C. stressed the importance of presenting evidence showing that there will be no duplication of programs between the proposed Library and Community Center . Steve C. indicated that one of the biggest problem affecting our progress is that the Library is also calling itself a Community Center .

Bill S. mentioned that WRAP proposed deferring our Warrant Article to a later Town Meeting .

Bill S. recommended that Julia and Jessica Brodie meet with Kaffee Kang to go over the programming requirements for the COA, Recreation and the Community .

Bill S. briefly discussed Tighe and Bond and the reasons not to meet just yet with the Conservation Committee . We need more information .

Discussion continued regarding problems with the Conservation Committee issues .

Marylynn G. mentioned that we should attend Candidates Night to present information regarding



Town of Wayland Massachusetts

Members:

Steve Correia,
Mark Foreman
Carol Glick
Marylynn Gentry
Frank Krasin
Jean Milburn, Co-Chair
William Sterling, Co-Chair

Council on Aging/Community Center Advisory Committee ("CoA/CCAC")

Minutes: March 10, 2016

In attendance: Mark Forman, Carol Glick, Frank Krasin, Jean Milburn, and William Sterling. Also in attendance were the Wayland Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: Steve Correia, and Marylynn Gentry

The meeting was called to order at 7:34 PM when a quorum was established in the Wayland Selectmen's Meeting Room.

- I. Public Comment, None
- II. Review of meeting notes: 2/29/16-Jean Milburn moved to accept, Carol Glick seconded the motion. Approved by vote of 4-0.

2/22/16-Bill Sterling moved to accept, Frank Krasin seconded. Approved 4-0.
- III. Discuss programming progress-
 - a. Julie reported that Jessica, Julie and Kaffe Kang have discussed filling two typical day schedules, one week day, one week-end with potential programs for all the proposed program activity rooms throughout the full day.
 - b. Scheduled to do this before Town Meeting to share with the public.
- IV. Discuss engineering reports.
 - a. Bill Sterling and Ben Keefe met with Nan Balmer, Building Inspector and Board of Health administrator to discuss wastewater needs at the municipal pad on 3/10/16.
 - b. Sterling submitted a draft report by Tighe & Bond on the topic. It concluded that of the three examples of senior centers they studied, one of them, Saugus Senior Center used sufficient water to suggest that a building of 21,000 SF at the municipal pad would require 3,000 GPD for sewage disposal in order to comply with the Title V's "Double Water Consumption" method of determining need.

- c. Bill Sterling moved that the CCAC retain the 3,000 GPD allowance for the municipal site until it has obtained a Board of Health permit for construction of the new community center project. Jean Milburn seconded the motion. Motion was approved by a vote of 4-0.
- d. Ben Keefe suggested we determine why Saugus had a major event in their water history that caused the water consumption to drop in 2013. Bill Sterling is to call Saugus to ask that question.

V. Discuss Tighe & Bond's Alternative Site Analysis report

- a. Ben Keefe declared the report to be truly "robust" as requested by Brian Monaghan.
- b. The committee decided to review the report over the week-end and submit comments by Sunday evening for Bill to relay on to T&B.
- c. Frank Krasin noted that Figure 8 incorrectly identifies the Paine Estate site slated for development by the WRAP committee.

VI. Other topics:

- a. Schedule of upcoming events was listed as follows-

EVENT	Coverage	Notes	Date	Time
Wayland Dads			3/12/16	9:30AM
Next CoA/CC meeting			3/16/16	7:30AM
Vote on updated Alternatives Analysis report				
WBSA			3/16/16	7:00PM
Mark, Frank				
League of Women's Voters			3/17/16	7:00PM
Public Forum			3/24/16	7:15PM
Need to see if date is available, otherwise try for 3/23/2016				
CoA –				
Coffee/Presentation			4/4/2016;	timeTBD
Julie S to organize & Jean M. to present Q & A format				
WayCam				
Interview		TBD		TBD
Field Advisory				Bill, Steve
Board		TBD		TBD
Frank to check on date				
Arts Wayland				TBD
Historical Commission			TBD	
Pre-ATM Forum			3/28/16	7:00PM
ATM			4/7/16	7:00PM

- b. Public Relations to do:

Email broadcast stating when the town meeting article is to come up, allow for an hour at least, considering time to sign in, etc.
 Letters to the media- try to get friends to write in positive letters.
 Try to get veterans to speak in support of the article at TM.

- c. T&B is to send Mark non-PDF copies of their reports for him to include in a power point presentation for the LWV 7 minute forum.
- d. Steve Correia and Bill Sterling to interview with WayCam and Ken Isaacson.
- e. Rec Commission and the Wayland COA voted support of the Article of the new community center.

VII. Date and time of next meetings to post

- a. CCAC 3.16.16-Wednesday morning 7:30 AM
- b. LWV Forum Thursday 3.17.16 evening 7:15 PM

VIII. Adjourn

- a. Bill Sterling moved to adjourn at 8:55 PM, Jean Milburn seconded. Approved 4-0.

Respectfully submitted William Sterling



Town of Wayland Massachusetts

6

Finance Committee

Thomas Abdella
Gordon Cliff
Nancy Funkhouser (Chair)
Carol Martin

Bill Steinberg
Dave Watkins (Vice-Chair)
Gil Wolin
Brian Keveny (Finance Director)

Wayland Finance Committee Meeting Minutes, February 22, 2016

In attendance: Nancy Funkhouser (Chair), Carol Martin, William Steinberg, Thomas Abdella, Gordon Cliff & Dave Watkins (7:25 PM). Also attending; Brian Keveny, Finance Director

Call to order: 7:00 PM

There was no public comment.

Mr. Abdella announced that he will resign from the Finance Committee subsequent to the completion of Warrant Article write-ups, which would be on or about March 2, 2016.

Finance Director's Report

Mr. Keveny provided handouts with financial updates through the initial 6 months of the fiscal year. He pointed out that local receipts are up over the prior year at this time, primarily due to increased revenues from building permits. He anticipates that motor vehicle receipts are anticipated to increase in February and March, as they typically do. Through the initial 6 months, operating expenses on the Town side are on target. Health insurance costs are currently running slightly less than budgeted, which may provide a turn back in the category in excess of the budgeted amount of \$300K.

Wastewater collections are approximately 20% of budget through 6 months, and Mr. Keveny will be looking into reasons for that (could just be timing). The Water and Transfer Station funds are generally on target. Ambulance receipts are up over 2015 at the same period. The Recreation Fund has spending trending to be greater than its spending cap, and the Finance Director and Town Administrator's office (Beth Doucette) are working with that Department.

Discussion of FY 2017 Operating Budget

Mr. Keveny provided a handout of proposed changes to the operating budget previously voted by the Finance Committee for Fiscal Year 2017. The Committee discussed those proposed changes and had a lively conversation with regard to any additional changes that might be made to the previously recommended 2017 budget. It was agreed that an additional reduction in health insurance of \$75,000 and a reduction of \$25,000 in the Finance Committee Reserve budget should be recommended.

Mr. Steinberg made a motion, seconded by Mr. Cliff, that the recommended Operating Budget for Fiscal Year 2017 should be modified such that the recommended General Fund Budget shall be \$74,686,474 and the recommended Omnibus Budget shall be \$79,252,329. The motion was approved by a vote of 6-0.

Discussion and Vote on Articles for Annual Town Meeting Warrant

Article O: Appropriate Funds for Design, Construction Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center – Discussion of that Article by Members and by a member of the COA/CCAC Committee, Jean Millburn. Members gave suggestions for additional information to be incorporated and the Article will be discussed further at the next meeting.

Article P: Fund Glezen Lane Traffic Control Measures – Members discussed the write-up for the Article and its merits. Mr. Steinberg moved that the Finance Committee recommend approval and Mr. Watkins seconded. The vote was 3-3.

Article C: Current Year Transfers – After a discussion among Members, it was suggested that prior to taking a vote, the Committee would like more information regarding the agreements between Wayland and Sudbury with regard to the septage facility, and the Article will be discussed further at the next meeting.

Ms. Martin gave a brief update with regard to article pertaining to the Recreation Revolving Fund and the Minuteman School and will have article write-ups for discussion at the next Finance Committee Meeting.

Article Q: Petition the State Legislature to Remove All Police Personnel from the Provisions of Civil Service Without Affecting the Civil Service Rights of Incumbents – Members discussed the write-up and its merits. Mr. Abdella moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 6-0.

Article V: Amend Chapter 145-Inspection, Testing, Maintenance of Private Fire Hydrants - Members discussed the write-up and its merits. Mr. Abdella moved that the Finance Committee recommend approval and Ms. Martin seconded. The vote was 5-1.

Article BB: Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path) - Members discussed the write-up and its merits. Mr. Abdella moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 6-0.

Article CC: Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road) - Members discussed the write-up and its merits. Mr. Abdella moved that the Finance Committee recommend approval and Ms. Martin seconded. The vote was 6-0.

Article DD: Accept Modified Route 30 and 27 Intersection at Town Way - Members discussed the write-up and its merits. Mr. Abdella moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 6-0.

Article EE: Regulating Temporary Signs Within Town-Owned Rights of Way - Members discussed the write-up and its merits. Mr. Abdella moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 0-6.

Mr. Cliff reported that Article UU (Amend Chapter 36 of the Town Bylaws Relative to Time for Debate at Town Meetings) had been withdrawn. He also reported that Article VV (Amend Chapter 36 of the Town Bylaws Relative to Remarks at Town Meetings) was being modified as a resolution rather than as a bylaw change and the revised write-up would be presented at the next meeting.

Article W: Preservation of Historically Significant Buildings Through Demolition Delay - Members discussed the write-up and its merits. Mr. Watkins moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 1-4-1. Ms. Martin then motioned for a re-vote, and Ms. Funkhouser seconded. That vote was 6-0. The Committee then voted again on the recommendation to approve the motion and that vote was 0-4-2.

Article TT: Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm – CPA and General Borrowing – Mr. Cliff recused himself and left the table. Members discussed the write-up and its merits. Mr. Watkins moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 0-5. Mr. Steinberg then asked the Committee how they might vote if all of the funding were with the use of CPA funds in lieu of some from General Fund borrowing. The 5 Members were unanimously in favor if such a motion were to be made. Mr. Cliff then rejoined the Committee.

Article RR: Appropriate Funds to Restore Cochituate Town Clock - Members discussed the write-up and its merits. Mr. Watkins moved that the Finance Committee recommend approval and Mr. Abdella seconded. The vote was 5-1.

Article QQ: Appropriate Funds to Restore Monuments at North Cemetery - Members discussed the write-up and its merits. Mr. Watkins moved that the Finance Committee recommend approval and Mr. Abdella seconded. The vote was 6-0.

Article X: Transfer 193 and 195 Main Street to Library Trustees, Recreation Commission - Members discussed the write-up and its merits. Mr. Cliff moved that the Finance Committee recommend approval and Mr. Steinberg seconded. The vote was 3-1-2.

Article G: Accept Law Increasing Real Estate Tax Exemption Amounts - Members discussed the write-up and its merits. Ms. Funkhouser moved that the Finance Committee recommend approval and Ms. Martin seconded. The vote was 6-0.

Article H: Personnel Bylaws and Wage & Classification Plan - Members discussed the write-up and its merits. Ms. Funkhouser moved that the Finance Committee recommend approval and Ms. Martin seconded. The vote was 5-0-1.

Meeting Minutes

Ms. Martin moved and Ms. Funkhouser seconded that the meeting minutes of January 25, 2016 should be approved as amended. The vote was 5-0-1.

Mr. Cliff moved and Ms. Funkhouser seconded that the meeting minutes of February 1, 2016 should be approved. The vote was 5-0-1.

At 10:54 PM, Ms. Martin moved that the meeting should adjourn. Mr. Steinberg seconded. Vote was 6-0.



Town of Wayland Massachusetts

Finance Committee

Nancy E. Funkhouser (Chair)

Thomas Abdella

Gordon Cliff

Carol Martin

Bill Steinberg

David Watkins

Gil Wolin

Finance Committee

Minutes

February 25, 2016

Attendance: N. Funkhouser, B. Steinberg, G. Cliff, C. Martin and B. Keveny (Finance Director). T. Abdella & G. Wolin were not in attendance. D. Watkins (7:40pm).

Call to Order: The meeting was called to order by Chair Funkhouser in the Selectmen's Room at the Town Building at 7:02pm when a quorum was present. Ms. Funkhouser indicated the meeting was being recorded by WayCam and may be recorded by others and that Mr. Watkins would be calling in and participating remotely due to geographic restrictions.

Public Comment: None

Committee's Response to Public Comment: N/A

Review, Discuss and Vote ATM Articles: Noting several members of the Council on Aging/Community Center Advisory Committee (CoA/CCAC) were present, Chair Funkhouser suggested the Committee discuss their article prior to hearing the Finance Director's update. The Committee concurred.

Article O: Appropriate Funds for Design, Construction Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center: Mr. Steinberg presented this article along with CoA/CCAC members Bill Sterling of Morse Road, Jean Millburn of Concord Road and Steve Correira of Glezen Lane. He explained this article is a follow up to the Special Town Meeting article. It requests \$420,000 to take this project through the design phase.

The Committee discussed whether the Town could borrow and build on land it doesn't own. Mr. Steinberg stated borrowing and construction on land not owned by the town is legal provided the

length of the property lease is equal to or greater than the length of the bond. Ms. Funkhouser asked for an update concerning the environmental testing that has occurred on the property and if any further testing needed to be completed. Ms. Millburn explained the original testing was within Department of Environmental Protection's (DEP) guidelines. Since then, she reported the DEP has reduced the allowable PCB level to .5. So it's possible the area is a PCB source. Further testing has been recommended. Ms. Millburn added the area in question is approximately 9' x 9' and the developer has indicated further testing may take place once the Town has control of the land. Mr. Correia reminded the Committee that any clean up would fall Raytheon. Ms. Funkhouser stated she felt more information was needed in the article write up concerning the environmental testing.

In response to Mr. Cliff's question concerning input from the Conservation Commission, Mr. Stirling replied the ConCom only votes on specific proposals or designs but added the CoA/CCAC has been in discussions with the ConCom throughout the entire process.

The Committee inquired as to whether the proposal that would be presented at a future Town Meeting would include the option to renovate the existing building. Mr. Cliff thought it would be prudent to provide options given the Town's current general fund debt service level.

Mr. Steinberg moved the FinCom approve article O. Ms. Martin seconded. Approved 3-1-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: No.

Finance Director's Update: Mr. Keveny led a general discussion concerning the proposed FY17 budget stating the School's budget is increasing by 2.73%, the Town Departments and other commitments including health insurance and retirement are increasing by 2.81% for a combined total budget increase of 2.78%. Starting with the capital budget, Mr. Keveny distributed an updated general fund debt service schedule stating the FY17 debt service will drop slightly to 10.09% while in FY18, it is projected to drop to 9.86%. Seeking to identify trends, Mr. Cliff asked Mr. Keveny to include rolling average schedule that could include the five prior years in the debt schedule.

Mr. Keveny also distributed 5-year /FY17-21 Capital Plan that will appear in the Warrant. The Committee observed that since it had only reviewed the FY17 requests, it should be noted that capital requests beyond FY17 have not reviewed or discussed by the FinCom. Mr. Keveny advised the Committee that the School Committee voted to contribute \$10,000 from the Base Revolving Fund to the Happy Hollow capital project, reducing the amount needed to be borrowed to \$90,000.

Regarding Health Insurance, Mr. Keveny reported the Town has received it's FY17 Health Insurance rates from West Suburban and the year over increase is 7%. The health insurance budget has been recalculated to reflect a 7% increase versus the original 10% projection which in turn reduced the Town's overall budget increase to 2.74%.

Mr. Cliff moved to amend the General Fund Operating Budget to \$74,626,474, Enterprise Funds : \$4,583,471 for a total Omnibus Budget of \$79,209,945. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Ms. Martin asked Mr. Keveny to discuss the impact “money” Warrant articles will have on the debt service, noting there are close to \$1.5M in “money” articles being presented at Town Meeting that have not been included in the budget being presented to Town Meeting. Further, if all the money articles are approved, unless appropriated from Free Cash or some other funding sources, up to \$1.5M will be added to the general fund debt service.

A discussion ensued as to what measures, if any, the FinCom could take to counteract this potential impact. Mr. Watkins suggested a revisit of the use of Ambulance Receipts. A brief discussion followed. No further action was taken.

Review, Discuss and Vote ATM Articles: The Committee returned to its discussion of the ATM articles.

Article A: Recognize Citizens and Employees for Particular Service to the Town: Ms. Funkhouser indicated this is a standard article and moved the Committee approve. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Article I: Choose Town Officers: Chair Funkhouser indicated this is a standard article and moved the Committee approve. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Article J: Accept Gifts of Land: Ms. Funkhouser indicated this is a standard article and moved the Committee approve. Mr. Steinberg seconded. Approved 5-0. Vote by Roll Call as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Article K: Sell or Trade Vehicles or Equipment: Chair Funkhouser indicated this is a standard article and moved the Committee approve. Ms. Martin seconded. Approved 5-0. Vote by Roll Call as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Article C: Current Year Transfers: Mr. Cliff presented this article. He indicated after some research it appears article B which would authorize the payment of previous bills and article C which makes Current Year Transfers can be combined as the payments in each of these articles relates to the paying the retirement benefits of the employees who worked at the Septage Facility. After a brief discussion, Mr. Cliff moved the Committee approve this article Ms. Martin seconded. Approved 5-0 by Roll Call Vote as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Article D: OPEB Funding: Mr. Cliff presented this article indicating that the OPEB transfers from the School Revolving Funds had changed slightly since the Committee had voted this article. He moved the Committee approved the amended OPEB transfer list. Mr. Steinberg seconded. Approved 5-0 by Roll Call Vote as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Resolution: Remarks at Town Meeting: Mr. Cliff stated this resolution was originally presented as a Warrant article seeking to reduce article duration from 60-45 minutes and the time limit of pro and con speakers from 3-2 minutes. Mr. Cliff reported that during subsequent discussions between the

Petitioners and the Moderator, the Moderator has agreed to reduced article duration to 45 minutes. The Petitioners wish to continue their quest to reduced the speaker time to 2 minutes but have opted to present a resolution versus a By-Law change. After a brief discussion, Mr. Cliff recommended the Committee approve the resolution. Mr. Steinberg seconded. Approved 5-0 by Roll Call Vote as follows: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes.

Article HH: Fund to Design a Multi-Purpose, Rectangular, Artificial Turf Field 193 & 195 Main Street, also Known as the Former DPW Site: Ms. Martin indicated this was her article. She stated, based on feedback, at the Warrant Hearing, the Recreation Commission had voted to ask Town Counsel if they could change their article. Mr. Lanza reviewed the changes and stated they were within the scope of the article. To proceed, the Recreation Commission met with the BoS who agreed to allow the changes go forward. However, since Rec did not schedule a board meeting to prepare their article comments, nothing has been submitted to the FinCom.

Ms. Martin did advise the Committee that Recreation was meeting the following day and she hoped she would have the article comments by the close of the day and if so, would present a write up at the Committee's February 29th meeting for review.

Liaison & Members' Reports, Concerns and Topics: None.

Chair's Update including FY17 Operating Budget Update/Modifications, if any: Mr. Keveny distributed a draft copy of the Finance Committee's Annual report. Chair Funkhouser asked the Committee members to give the report a quick review. Several possible edits/changes were suggested. Ms. Funkhouser indicated she would revise the report for review and discussion at the 2/29th meeting. On the same note, Chair Funkhouser asked the Committee for feedback concerning submitting a budget article to the newspaper. After a brief discussion, Mr. Steinberg and Ms. Martin agreed to draft the letter/article for Committee review at the 3/14th meeting.

Minutes: Ms. Martin moved the committee accept the Minutes of February 4th as written. Mr. Steinberg seconded. Approved 5-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes. After a brief discussion, Mr. Cliff moved and Mr. Steinberg seconded that the Minutes of February 18th be approved as amended. Approved 4-0-1 by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes; Cliff: Yes. Martin: Abstain.

Adjourn: Ms. Martin made a motion to adjourn. Mr Steinberg seconded. Approved 5-0 Vote by Roll Call vote: Steinberg: Yes, Funkhouser: Yes, Watkins: Yes. Martin: Yes; Cliff: Yes. Meeting adjourned at 9:44pm.

Respectfully Submitted,

Carol Martin

Documents: (distributed by B. Keveny)

ATM Draft Article Write Ups:

OPEB Funding

Current Year Transfers

Sell or Trade Vehicles and Equipment

Accept Gifts of Land

Choose Town Officers

Recognize Citizens and Employees for Particular Service to the Town

Fund New Minuteman High School

Resolution: Remarks at Town Meeting

Authorize Transfer of 193/195 Main Street to Library Trustees, Recreation Commission & School Committee

Appropriate Funds for Design, Constructions Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center.

Misc Documents:

Debt Schedule , dated 2/25/2016

Revised Fy17 Operating Budget

Draft: Annual Finance Committee Report

FY17 Capital Budget

5-year/FY17-FY21 Capital Plan

Health Insurance Budget

7

RECEIVED

MAR 22 2016

Board of Selectmen
Town of Wayland

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
February 29, 2016 7:00 pm

Members Present:

M. Peabody (MP), P. Schneider (PS); M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

MP called the meeting to order at 7:00 pm.

Public Comment

None

Asst. Fire Chief Job Description

Chief Houghton joined the meeting. JS reviewed the Asst. Fire Chief job description as amended by the Board on 9/28/15. Now that the Fire negotiations are concluded, it is time to move forward with the position. Funding is included in the FY 16 budget. The Board had no additional questions.

PS moved to approve the Asst. Fire Chief job description as amended by the Board on 9/28/15. MJ seconded the motion. Three members having voted in the affirmative, the motion passed.

Draft Teamster Performance Evaluation

JS provided the background. Before conducting evaluations, Teamster affiliated Foremen submitted a proposed evaluation format. JS took the concepts and incorporated them into the format established for non-union employees. The Board discussed the proposal and a suggested edit. JS stated he was meeting with the Teamsters on 3/14 and would present the evaluation form at that meeting.

MJ moved to authorize JS to negotiate the draft Teamster Performance Evaluation form with the Teamsters as amended and to approve the form with the possibility for minor edits. PS seconded the motion. Three members having voted in the affirmative, the motion passed.

CY 2015 Vacation Carryover Requests - Updated

JS stated that following the Board’s vote in December 2015, several employees requested to carryover vacation. Given the Board’s limited meetings and weather cancellation, JS asked the Board to consider these requests which were added to the original list and highlighted.

MJ moved to approve the supplemental CY 2015 carryover vacation requests. PS seconded the motion. Three members having voted in the affirmative, the motion passed.

Request to Amend FMLA Policy

JS presented a request for consideration to amend the FMLA Policy to permit employees access their sick leave for approved FMLA absences for the care of a family member as defined under the FMLA regulations, a father’s absence due to the birth of a child or a mother’s/father’s adoption of a child. He requested an effective date of 1/1/16. Most of the CBA’s provide their members with the use of

sick leave for the stated purposes. Members also reviewed the federal regulations pertaining to “Substitution of Paid Leave”.

PS moved to amend the Town’s FMLA Policy to permit employees access to their accrued sick leave for approved FMLA absences for the care of a family member as defined under the FMLA regulations, a father’s absence due to the birth of a child or a mother’s/father’s adoption of a child. MJ seconded the motion. Three members having voted in the affirmative, the motion passed.

Proposed Job Description – Library Director

JS presented the Library Director job description revisions as proposed by the Library Trustees. Members questioned several of the edits and sought clarification. Library Trustee L. Lipcon (LL) was called and placed on the speakerphone. LL did not have access to her notes to answer the Board’s questions. LL was on her way to Town Building and would try to join the meeting later in the evening.

J. Green (JG) arrived at 7:35 pm

Proposed Job Description – DPW Working Foreman

JS stated that a new Working Foreman position was approved for the FY 17 budget. DPW would like to create the position with no specific ties to either the Highway or Parks Division. Such references have been removed from the job description. JS stated that he plans to meet with the Teamster representative on 3/14 to review the job description.

MJ moved to authorize JS to negotiate the draft DPW Working Foreman job description with the Teamsters and to approve the job description as presented with the possibility for minor edits. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Proposed Job Description – DPW Highway/Parks/TS Superintendent

JS reviewed the background to the DPW Highway/Parks/TS Superintendent position. Approximately one year ago an agreement was entered into with AFSCME 1 to combine the 2 superintendents’ positions for a test period of 1 year. The test was successful and the budget for FY 17 carries only 1 superintendent. The Board corrected one error.

MJ moved to authorize JS to negotiate the draft DPW Highway/Parks/TS Superintendent job description with AFSCME 1 and to approve the job description as amended with the possibility for minor edits. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Proposed Job Description – Library Director

LL joined the meeting. The Board posed its questions on the revisions to the Library Director job description. Discussion ensued regarding the “selection of books” and the “community welcoming center” concept. JG questioned the absence of language pertaining to the oversight of performance evaluations. JS suggested language contained in other Department Head job descriptions regarding administrative duties. The Board asked JS to make the changes discussed and have it available for review at the next meeting. LL departed.

Review of Hours and Pay Grade for the WWMDC Account Specialist

WWMDC Chair F. Knight (FK) joined the Board. FK reviewed his request to increase the hours of the Account Specialist. He spoke about the workload being more substantial than originally planned. Discussion ensued over the tasks assigned to the position and if they were consistent with the job description as written. Discussion turned to the potential need of an Executive Director. MP inquired about the management of other wastewater districts. FK indicated that he would research the possibility. JS stated that the AFSCME 2 union had inquired about representing the position should the hours increase. He noted the request was consistent with the collective bargaining agreement. JS also stated that the Town Administrator had requested in her memo to the Board that the Board delay any actions on the WWMDC requests for 90 days. FK inquired about the upgrade for the position. JS expressed concern about internal equity should the request be approved. FK left the meeting. The Board discussed the requests and decided it would delay any actions for 90 days.

Proposed Job Description – Recreation Program Coordinator

JS stated the position had been reviewed at an earlier meeting. The Board had recommended to the FinCom that it be funded as a fee supported position. The FinCom had approved the position as fee supported. No other details of the duties and responsibilities have changed.

MJ moved to authorize JS to negotiate the draft Recreation Program Coordinator job description with AFSCME 1 and to approve the job description as amended with the possibility for minor edits. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Personnel Board Warrant Article

JS reviewed the final versions of the wage charts, FTE counts and Chapter 43 amendments as well as the projected cost of the non-union 2.0% increase for FY 17. Including the Town Administrator's new contract, N-scale incumbents, paramedics and Library weekend positions, the estimated increase is 39K.

JS also updated the Board on A. Lewis' information request and comments to the FinCom on the proposed non-union increase. FinCom Chair N. Funkhouser requested his input. JS reviewed the response that he forwarded.

Executive Session

JG moved the Personnel Board enter executive session pursuant to MGL Ch30A, Sec 21(3) to Discuss Collective Bargaining Negotiations with the Police Union Regarding Civil Service; Discuss and Review a Step 2 Police Grievance; and to Review and Potentially Approve Executive Session Minutes of 12/15/15 and 1/11/16 as an open discussion might have a detrimental effect on the Town's negotiating position.

MJ seconded the motion.

JG took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Vice Chair Peabody	Aye
Chair Green	Aye

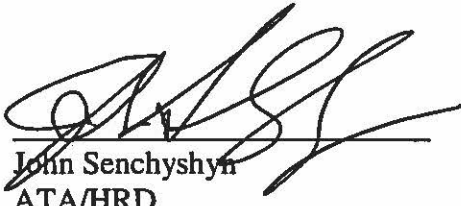
The Board having voted 4-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 10 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 9:00 pm.

The Board returned to Open Session at approximately 9:20 pm.

Next Meeting

The Board scheduled its next meeting for 3/21/16.



John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

February 29, 2016

Document:

D'Amico Resume
FMLA Federal Regulations - Substitution of Paid Leave
FMLA Policy Amendment
TA Comments to Personnel Board
Teamster Performance Evaluation Draft and Proposal
12/15/15, 1/11/16 and 2/11/16 Draft Minutes
Vacation Carryover Requests - Updated
Warrant – Ch. 43, Wage Scales, FTE Counts
Warrant - Lewis Response 1 and 2
WWMDC Account Specialist Request
Draft Job Descriptions:

Asst. Fire Chief
DPW Hwy/Parks/TS Supt.
DPW Working Foreman
Library Director
Rec Program Coordinator

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

March 8, 2016

7:00 PM

MEETING MINUTES

Present: C. Brown, (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara, M. Wegerbauer, S. Kadlik (DPW Director)

Meeting opened at 7:00 PM

Brown announced that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

Brown asked for public comment

Public Comment

Suzanne Woodruff, Library Trustee and Permanent Municipal Building Committee Member, introduced herself to the Board.

Lowery read an email received from George Harris of 8 Holiday Road, thanking the DPW for the recent work done cleaning up down tree limbs and branches.

*Items Distributed for Information and Use by the Board of Public Works
- 3/8/2016 Email from George Harris: "Thanks"*

Review and Approve the Minutes of the 2/23/2016 Meeting

Baston noted a typographical error on page 5.

Lowery noted a typographical error on page 2.

Mishara made a motion to approve the meeting minutes of 2/23/2016 as amended.

Lowery 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- 2/23/2016 Meeting Minutes Draft*

Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Brown discussed the status of the DPW reports due to the Wayland Real Assets Planning Committee.

Brown requested that the DPW reports be compiled and sent to the WRAP Committee.

Joint Meeting with Recreation Commission to Discuss Field Maintenance

The Recreation Commission called their meeting to order at 7:08 PM

Brud Wright of the Recreation Commission noted that the Recreation Commission seeks to utilize user fees to rehabilitate the Town Building athletic field.

Wright discussed potential irrigation installation options for the Town Building field.

Lowery described the Town Bylaws dictating allowable size of irrigated areas as well as the implementation of water conservation restrictions.

Wright asked if the installation of a private well for irrigation would bypass the restrictions imposed by the bylaws.

Brown confirmed that the current bylaws do not apply to private well irrigation.

Lowery discussed water conservation case studies published by the DCR and provided to the Board of Public Works and Recreation Commission for review.

Brown discussed current DPW staffing levels, and the impact an increased workload would have on current staff.

DPW Park and Highway Superintendent Michael Lindeman noted that the two additional employees sought by the DPW would allow the current workload to be completed, but would not allow the DPW to significantly increase its workload.

Wegerbauer asked if the use of a temporary irrigation system would work to establish a field at the Town Building.

Lindeman noted that it would not help significantly, and he suggested that a well irrigation system would be the best approach.

DPW Water Superintendent Don Millette noted that current DEP restrictions limit the amount of water the Town is permitted to withdraw.

Brown encouraged the Recreation Commission to keep the DPW informed regarding the scope of the work to be done on Town Building field.

Brown noted that the DPW does not currently have use for 195 Main Street, and it is the sense of the Board that the Town is to decide the ultimate use of the land.

*Items Distributed for Information and Use by the Board of Public Works
- DCR Ipswich River Targeted Watershed Grant Fact Sheet*

Parmenter Road Traffic Calming Request – Initial Review

Sumita Dutta of 9 Parmenter Road appeared before the Board to discuss her request for traffic calming at the intersection of Plain and Parmenter Roads.

Dutta expressed her concern for the limited visibility when turning left onto Plain Road from Parmenter Road.

Lowery questioned whether a speed bump would be permitted at an intersection.

Kadlik added that a speed bump would not be allowed to be placed at intersection.

Lowery asked if the sight lines could be improved at the intersection.

Kadlik noted that traffic data still needs to be gathered.

Brown described the traffic calming process and the potential solutions available.

Brown noted that the DPW should examine sight lines, review regulations for traffic calming measure installations, and request the police department to gather speed data.

Brown made a motion to request that the DPW examine sight lines at the intersection, review the regulations for traffic calming measure installations, and request the Police Department to gather speed data in the area.

Mishara 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- 02-14-2016 Traffic Calming Request submitted by Sumita Dutta*

Discussion of ATM Articles

The Board discussed the status of the articles to be presented by the Board of Public Works at Annual Town Meeting.

Library Drainage Project Update

The Board discussed the status of the library drainage project and the contents of the update provided in the packet from Tighe & Bond.

Lowery requested that the report recently received from Tighe & Bond be forwarded to the Library Commission.

*Items Included as Part of Agenda Packet for Discussion
- 3/2/2016 Tighe & Bond Summary of Vacuum Excavation Work Completed on February 23, 2016 to Support the MEMA Library Drainage Grant Project*

DPW Director's Operational Report

Kadlik discussed the contents of the DPW Director's Operational Report.

Brown asked about the status of the Happy Hollow Wells.

Millette responded that the majority of alarm testing was recently completed, bacteria tests have come back negative, training is underway, and the DEP is scheduled for inspection shortly.

Lowery noted that he would like the paving of the Chamberlain Well driveway to be considered in the future to prevent vehicles from getting stuck.

Lowery asked about the status of lead services.

Millette noted that he requested staff review records to determine if any lead services were still active, and identified 48 potential lead services for further investigation.

Lowery asked about the status of issuing a public report regarding lead in water.

*Items Included as Part of Agenda Packet for Discussion
- 3/8/2016 DPW Director's Report*

*Items Distributed for Information and Use by the Board of Public Works
- 2/19/2016 Email from Janet Moonan of Tighe & Bond re: Vacuum Excavation to ID Utilities for Library Drainage Project*

Board Members' Reports, Concerns, and Updates

Lowery discussed the condition of the wooden fencing along Lakeshore Drive.

Kadlik noted that a full bidding process was needed due to the labor involved in the project, and the Town is currently awaiting the bid results.

Brown noted that he attended the Board of Selectmen meeting the previous night, and that they have drafted a letter to the Department of Transportation requesting a review of the speed limits on Stonebridge Road.

Brown asked about the status of the financial analysis of municipal water rates.

Lowery noted that the Board needs a spreadsheet showing municipal water usage to allow for further analysis.

Brown noted that a discussion on articles at Town Meeting has been scheduled for 3/17/2016, and the attendance of a Board of Public Works member to field questions has been requested.

Mishara volunteered to attend on behalf of the Board.

Baston distributed talking points for the Wayland Weekly Buzz.

Items Distributed for Information and Use by the Board of Public Works

- 3/8/2016 Wayland Weekly Buzz Proposed Submission

Executive Session to Discuss Strategy with Respect to Pending Actions Regarding 150 Main Street LLC v. Zoning Board of Appeals and Review and Approve the Executive Session Minutes of the 2/9/2016 Meeting

Brown made a motion that the BOPW enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to pending actions regarding 150 Main Street LLC v. Zoning Board of Appeals and review and approve the executive session minutes of the 2/9/2016 meeting.

Mishara 2nd.

Lowery asked for clarification as to why executive session was called.

Brown replied that he has information that he is unsure if it is suitable for public release to discuss with the Board, and would restate the comments in open session if the Board sees fit.

Roll Call Vote: Mishara – aye, Lowery – aye, Brown – aye, Wegerbauer – aye, Baston – aye

Brown invited attendance by DPW employees Daniel Cabral, Joseph Doucette, Stephen Kadlik, Don Millette, and Michael Lindeman.

Brown noted that the Board will reconvene in open session in approximately ten minutes for the purpose of adjourning.

The Board entered into executive session at 8:43 PM.

Brown made a motion to approve the executive session minutes of the 2/9/2016 meeting, but not release them.

Lowery 2nd.

Roll Call Vote: Mishara – abstain, Lowery – aye, Brown – aye, Wegerbauer – aye, Baston – aye

Brown noted that he attended a meeting with the Board of Selectmen under the impression that they would be discussing the status of 150 Main Street with Town Counsel in executive session.

Brown added that this did not occur, but a meeting with the Planning Board is scheduled for 3/22/2016 to discuss 150 Main Street.

Brown recommended that the Board of Public Works convene at the Town Building on 3/22/2016 to allow members to attend the Planning Board meeting as well.

Lowery noted that a permit has been applied for, and asked what action the Board should take.

Lowery expressed his opinion that a public hearing should be held by the Board to review the Physical Alteration Permit application of 150 Mina Street.

Brown added that he would first like clarification from Town Counsel regarding the scope of the approving authority of the Board.

Kadlik added that the Town Administrator has requested that the Board delay any action of the permit application until Town Counsel has issued a public comment concerning the court ruling that occurred on 2/18/2016.

Wegerbauer expressed his opinion that the discussion concerning the permit did not need to occur during executive session.

Lowery noted he would like the plans to be examined to determine if the developers are being asked to construct anything within the Town's Right-of-Way.

Brown made motion that exit executive session.

Mishara 2nd.

Roll Call Vote: Mishara – aye, Lowery – aye, Brown – aye, Wegerbauer – aye, Baston – aye

The Board reconvened in open session at 8:55 PM.

Brown noted that the Board determined in executive session that they will meet with the Planning Board in executive session on 3/22/2016 to discuss the status of 150 Main Street.

Mishara made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 8:57 PM

Wayland Real Asset Planning Committee

February 12, 2016 – 9:30 AM

APPROVED 2-26-16

Present: Colleen Sheehan (presiding from 9:45 AM); Tom Abdella, Anette Lewis (opened meeting) and Gretchen Schuler.

Also Present: George Bennett.

Call to Order: The meeting was called to order at 9:41 AM.

Public Comment: There was no public comment. George Bennett asked when minutes are posted.

Minutes: The minutes for 1/20/16 were approved as amended (4-0-0) and for 1/23/16 as written (4-0-0). Minutes for 2/2/16 were approved as amended (3-0-1, Mr. Abdella abstained as he did not attend that meeting.) Ms. Schuler asked if a copy of all handouts should be attached to minutes when handed out. Consensus is yes, they should be attached to hard copy kept in Planning Office.

Decision Criteria and Site Selection Matrices: In order to know how the Site Selection Matrix works members decided to run two sites through the process based on Library. A sheet is attached for the two sites considered: 193 and 195 Main Street (former DPW site [195] and piece of School land [193] and 202 Old Connecticut Path [Greenways Municipal parcel]). As members evaluated each criterion some changes were made to the matrix based on lack of clarity. They are:

- a) Hazardous materials needs to have three categories – No hazardous materials (5), further study of possible hazardous materials needed (3), further action needed (0).
- b) NHESP = Natural Heritage Endangered Species Program
- c) ACEC = Area of Critical Environmental Concerns: these areas are nominated at the state level.
- d) Site History: Add to instruction warning not to double count hazardous materials under that category and under use restrictions in the case of an AUL – activity use limitation.
- e) Environmental Impacts: Sensitive Receptor sites are schools/nursing homes/hospitals/day care centers, senior housing and convalescence or rehab facilities.

The final scores for this run-through were 82 for a library at the Greenways municipal parcel and 89 for a library at 193 & 195 Main Street.

In order to respond fully to criteria queries WRAP will need more input from the Conservation Commission, Historical Commission and Board of Health. Thus Ms. Schuler will send a memo to these three boards requesting information about their knowledge and jurisdiction of the four sites that WRAP members are focusing on now – 400 Boston Post Road (Municipal Pad), 41 Cochituate Road (Town Building), 193 & 195 Main Street (former DPW site), and 202 Old Connecticut Path (Greenways municipal parcel).

General Discussion of Sites and Pending Projects Members discussed whether a library and an athletic field would fit at 193 & 195 Main Street. Parking may be the issue and it is likely that the Middle School driveway would have to be moved northerly on site, which is a small detail in planning.

Additional discussion of moving away from single use projects to campus setting ensued. Lincoln’s example was mentioned including the importance of being able to expand on a site in 10 or 20 years. The municipal parcel at Greenways currently appears to be the only available town-owned

land on which to locate a campus. It is 26 acres and would have room for expansion. George Bennett reminded the Committee that during site visits several people were unaware of this land and wondered why it had not been designated conservation land as had other parts of the former Paine Estate (now Greenways). He also reminded the Committee of the wet area at the northern end of parcel where flat fields are located. It was noted that if the town were to pursue a campus setting it would have to realize that the first project would be more expensive than if done at another site due to site work and bringing utilities onto the parcel; however later projects would benefit from the cost of the first one. Thus, if discussing the potential of developing a campus it will be important to think of the long-term goals.

Further discussions on appropriate uses for Town Building included a community center, such as is being promoted by COA/CC. Such a use would need solution for location of town offices and it is likely that the municipal pad is too small to accommodate town administrative offices. When discussing the COA, Rec, and Library, consideration was given to how much the programs drive the need for space. A WRAP challenge is to think of more efficient ways to combine resources.

Next Meetings.

February 17th evening or 19th afternoon.

February 23 at 7:30 PM or February 24th as scheduled.

Ms. Schuler will email Ms. Sheehan to ask about new times for next meetings.

Ms. Sheehan left at 10:40 AM. The meeting adjourned at 12:05 PM following a 3-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler

Distributed at Meeting.

- 1) Site Selection Matrix on two pages as before with added categories.